

JOINT TRAVEL REGULATIONS, VOLUME 2 (JTR)**Change 534 — 1 April 2010**

- A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 April 2010 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

DANNY G.I. PUMMILL

Deputy Assistant Secretary of the Army
(Military Personnel)

DR. RUSSELL BELAND

Deputy Assistant Secretary of the Navy (MPP)
(Manpower and Reserve Affairs)

EDMUNDO A. GONZALES

Deputy Assistant Secretary of the Air Force
(Force Management Integration)

- D. Applicable CAP Items. This change includes all material written in the following CAP Items: 106-09(E); 107-09(E); 116-09(I); 03-10(I); 05-10(I); 07-10(I) through 10-10(I); 13-10(I) through 19-10(I); 21-10(I); 22-10(I); 24-10(I); 25-10(I).
- E. Brief of Revision. The following are this month's major revisions:

C1008-E1a, E1e; APP O, pars. T4010, T4020-B3, T4025-B1a, T4040-A1a, T4040-A1c(1), T4050-A1, T4050-A5, T4050-C3, and T4070, TRIP RECORD. Updates APP O language to reflect CTO/DTS functions.

C1057. Clarifies that extension of travel and transportation allowances beyond two years authorized/approved by the Agency when in the Government's interest is limited to the relocation activities between authorized points cited in the official travel order.

C2000-A; C2001-A1Note; C2001-A2a; C2002; C2102-B1; C2203-B2a; C2203-B2b; C2204-B2a; C2204-B2c; C5154-F2f; C5160-I; C5195-A8b; C5224-A2; C5248-A; APP I4-B2, Item 22; APP A2, Household Goods, par. B8; APP A3, Household Goods, par. B8; APP E3, par. B1; APP O, pars. T4025-B2a, T4060-B1b; APP P1: Updates references and reflects the renaming of DoD Directive 4500.9-R, "Defense Transportation Regulation" as DTR 4500.9-R, "Defense Transportation Regulation" IAW DoDD 4500.09E, dated 11 September 2007.

C2198; APP E2. Updates the local and TDY mileage rate computation examples to reflect the change from \$0.55 to \$0.50 per mile effective 1 January 2010.

C4562-C. Updates reference IAW CAP 13-10(I).

C4975; C7905. Moves par. C4975—Travel of Consultants and Experts, to Ch 7—Special Circumstances Travel and Transportation.

C4976; C7910. Moves par. C4976—Witness Travel, to Ch 7—Special Circumstances Travel and Transportation.

C4977; C7915. Moves par. C4977—Juror Travel, to Ch 7—Special Circumstances Travel and Transportation.

C4978; C7920. Moves par. C4978—Travel of an Employee Serving as a Labor Organization Representative, to Ch 7—Special Circumstances Travel and Transportation.

C4979; C7925. Moves par. C4979—Travel to Receive a Non-Federally Sponsored Honor Award, to Ch 7—Special Circumstances Travel and Transportation.

C5175-B. Updates contact information.

C5705-B2. Corrects language.

C5370-G. Modifies par. C5370-G and adds [CBCA 1573-RELO, 17 November 2009](#) decision clarifying reimbursement of TQSE ICW a rental house.

C7400; C7405; C7410; C7415. Aligns JFTR/JTR ‘Congressional Travel’ Parts and adds DoD Directive 4515.12, DoD Support for Travel of Members and Employees of Congress.

C7622. Updates website link to Certification of Health Care Provider, Form WH-380.

APP A1. Aligns the definition of Agency with FTR §[301-1.1](#), and reorganizes definitions for Accommodations, Baggage, City-Pair Airfare, Government Meal Rate, Government Travel Charge Card, and reorganizes/renames ‘Travel Authorization/Order’ to ‘Order.’

APP G. Revises APP G to allow excess accompanied baggage reimbursement for all official travel.

APP O, par. T4030-E. Changes ‘POC authorized as the appropriate transportation mode’ to ‘POC is to the GOV’T’s advantage’ in APP O to avoid confusion and match the language in Chapters 4.

JOINT TRAVEL REGULATIONS

VOLUME 2

CHANGE 534

The following Record-of-Changes chart reflects Joint Travel Regulations, Volume 2, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

JTR		534 04-10	533 03-10	532 02-10	531 01-10	530 12-09	529 11-09	528 10-09	527 09-09	526 08-09	525 07-09	524 06-09	523 05-09
JTR	Title	524	524	524	524	524	524	524	524	524	524	524	519
JTR	CL	534	533	532	531	530	529	528	527	526	525	524	523
JTR	ROC	534	533	532	531	530	529	528	527	526	525	524	523
JTR	Intro	531	531	531	531	530	528	528	523	523	523	523	523
JTR	TOC	534	532	532	531	530	526	526	526	526	525	518	518
Chapter 1	TOC	534	530	530	530	530	525	525	525	525	525	518	518
Ch 1	Part A	534	532	532	530	530	529	526	526	526	525	524	523
Ch 1	Part B	534	527	527	527	527	527	527	527	526	524	524	522
Ch 1	Part C	517	517	517	517	517	517	517	517	517	517	517	517
Ch 1	Part D	525	525	525	525	525	525	525	525	525	525	518	518
Ch 1	Part E	523	523	523	523	523	523	523	523	523	523	523	523
Ch 1	Part F	518	518	518	518	518	518	518	518	518	518	518	518
Chapter 2	TOC	532	532	532	530	530	525	525	525	525	525	522	522
Ch 2	Part A	534	533	532	531	525	525	525	525	525	525	518	518
Ch 2	Part B	525	525	525	525	525	525	525	525	525	525	524	521
Ch 2	Part C	534	532	532	530	530	526	526	526	526	525	517	517
Ch 2	Part D1	532	532	532	518	518	518	518	518	518	518	518	518
Ch 2	Part D2	521	521	521	521	521	521	521	521	521	521	521	521
Ch 2	Part D3	530	530	530	530	530	518	518	518	518	518	518	518
Ch 2	Part D4	534	530	530	530	530	529	523	523	523	523	523	523
Ch 2	Part E1	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part E2	534	528	528	528	528	528	528	518	518	518	518	518
Ch 2	Part E3	534	532	532	524	524	524	524	524	524	524	524	518
Ch 2	Part E4	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part E5	532	532	532	518	518	518	518	518	518	518	518	518
Ch 2	Part E6	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part E7	532	532	532	526	526	526	526	526	526	520	520	520
Ch 2	Part F	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part G	531	531	531	531	518	518	518	518	518	518	518	518
Ch 2	Part H	532	532	532	523	523	523	523	523	523	523	523	523
Ch 2	Part I	532	532	532	522	522	522	522	522	522	522	522	522
Ch 2	Part J	518	518	518	518	518	518	518	518	518	518	518	518
Chapter 4	TOC	534	530	530	530	530	525	525	525	525	525	521	521
Ch 4	Part A	530	530	530	530	530	519	519	519	519	519	519	519
Ch 4	Part B	534	532	532	531	530	519	519	519	519	519	519	519
Ch 4	Part C	532	532	532	531	530	519	519	519	519	519	519	519
Ch 4	Part D	530	530	530	530	530	519	519	519	519	519	519	519
Ch 4	Part E	532	532	532	530	530	519	519	519	519	519	519	519
Ch 4	Part F	530	530	530	530	530	519	519	519	519	519	519	519
Ch 4	Part G	530	530	530	530	530	519	519	519	519	519	519	519

JTR		534 04-10	533 03-10	532 02-10	531 01-10	530 12-09	529 11-09	528 10-09	527 09-09	526 08-09	525 07-09	524 06-09	523 05-09
Ch 4	Part H	534	530	530	530	530	519	519	519	519	519	519	519
Ch 4	Part I	530	530	530	530	530	529	525	525	525	525	523	523
Ch 4	Part J						528	528	525	525	525	520	520
Ch 4	Part K						525	525	525	525	525	523	523
Ch 4	Part L						529	528	526	526	525	523	523
Ch 4	Part M						529	526	526	526	525	523	523
Ch 4	Part N						529	528	526	526	525	523	523
Ch 4	Part O						523	523	523	523	523	523	523
Ch 4	Part P						517	517	517	517	517	517	517
Ch 4	Part Q						519	519	519	519	519	519	519
Ch 4	Part R						519	519	519	519	519	519	519
Ch 4	Part S						519	519	519	519	519	519	519
Ch 4	Part T						522	522	522	522	522	522	522
Chapter 5	TOC	534	530	530	530	530	521	521	521	521	521	521	521
Ch 5	Part A	533	533	530	530	530	518	518	518	518	518	518	518
Ch 5	Part B	533	533	532	530	530	529	526	526	526	523	523	523
Ch 5	Part C1	530	530	530	530	530	526	526	526	526	519	519	519
Ch 5	Part C2	532	532	532	523	523	523	523	523	523	523	523	523
Ch 5	Part C3	526	526	526	526	526	526	526	526	526	523	523	523
Ch 5	Part C4	530	530	530	530	530	529	523	523	523	523	523	523
Ch 5	Part C5	517	517	517	517	517	517	517	517	517	517	517	517
Ch 5	Part D1	534	523	523	523	523	523	523	523	523	523	523	523
Ch 5	Part D2	534	526	526	526	526	526	526	526	526	523	523	523
Ch 5	Part D3	534	529	529	529	529	529	525	525	525	525	523	523
Ch 5	Part D4	534	529	529	529	529	529	523	523	523	523	523	523
Ch 5	Part E1	519	519	519	519	519	519	519	519	519	519	519	519
Ch 5	Part E2	534	529	529	529	529	529	518	518	518	518	518	518
Ch 5	Part E3	534	519	519	519	519	519	519	519	519	519	519	519
Ch 5	Part F	519	519	519	519	519	519	519	519	519	519	519	519
Ch 5	Part G	530	530	530	530	530	519	519	519	519	519	519	519
Ch 5	Part H1	530	530	530	530	530	521	521	521	521	521	521	521
Ch 5	Part H2	534	530	530	530	530	529	527	527	525	525	523	523
Ch 5	Part H3	529	529	529	529	529	529	523	523	523	523	523	523
Ch 5	Part I	524	524	524	524	524	524	524	524	524	524	524	519
Ch 5	Part J	527	527	527	527	527	527	527	527	527	522	522	522
Ch 5	Part K	530	530	530	530	530	529	527	527	525	525	522	522
Ch 5	Part L1	527	527	527	527	527	527	527	527	527	519	519	519
Ch 5	Part L2	527	527	527	527	527	527	527	527	527	517	517	517
Ch 5	Part L3	519	519	519	519	519	519	519	519	519	519	519	519
Ch 5	Part L4	527	527	527	527	527	527	527	527	527	523	523	523
Ch 5	Part L5	523	523	523	523	523	523	523	523	523	523	523	523
Ch 5	Part M	532	532	532	530	530	527	527	527	526	523	523	523
Ch 5	Part N	533	533	519	519	519	519	519	519	519	519	519	519
Ch 5	Part O	534	530	530	530	530	521	521	521	521	521	521	521
Ch 5	Part P1	530	530	530	530	530	520	520	520	520	520	520	520
Ch 5	Part P2	533	533	522	522	522	522	522	522	522	522	522	522
Ch 5	Part Q1	531	531	531	531	519	519	519	519	519	519	519	519
Ch 5	Part Q2	520	520	520	520	520	520	520	520	520	520	520	520
Ch 5	Part Q3	520	520	520	520	520	520	520	520	520	520	520	520

JTR		534 04-10	533 03-10	532 02-10	531 01-10	530 12-09	529 11-09	528 10-09	527 09-09	526 08-09	525 07-09	524 06-09	523 05-09
Ch 5	Part R	517	517	517	517	517	517	517	517	517	517	517	517
Chapter 6	TOC	517	517	517	517	517	517	517	517	517	517	517	517
Ch 6	Part A	530	530	530	530	530	523	523	523	523	523	523	523
Ch 6	Part B	520	520	520	520	520	520	520	520	520	520	520	520
Ch 6	Part C1	517	517	517	517	517	517	517	517	517	517	517	517
Ch 6	Part C2	517	517	517	517	517	517	517	517	517	517	517	517
Ch 6	Part C3	523	523	523	523	523	523	523	523	523	523	523	523
Ch 6	Part C4	529	529	529	529	529	529	517	517	517	517	517	517
Ch 6	Part C5	529	529	529	529	529	529	523	523	523	523	523	523
Ch 6	Part D	526	526	526	526	526	526	526	526	526	520	520	520
Chapter 7	TOC	534	531	531	531	530	521	521	521	521	521	521	521
Ch 7	Part A	530	530	530	530	530	517	517	517	517	517	517	517
Ch 7	Part B	517	517	517	517	517	517	517	517	517	517	517	517
Ch 7	Part C	518	518	518	518	518	518	518	518	518	518	518	518
Ch 7	Part D	518	518	518	518	518	518	518	518	518	518	518	518
Ch 7	Part E	520	520	520	520	520	520	520	520	520	520	520	520
Ch 7	Part F	520	520	520	520	520	520	520	520	520	520	520	520
Ch 7	Part G	523	523	523	523	523	523	523	523	523	523	523	523
Ch 7	Part H	523	523	523	523	523	523	523	523	523	523	523	523
Ch 7	Part I	534	520	520	520	520	520	520	520	520	520	520	520
Ch 7	Part J	532	532	532	524	524	524	524	524	524	524	524	520
Ch 7	Part K	525	525	525	525	525	525	525	525	525	525	520	520
Ch 7	Part L	520	520	520	520	520	520	520	520	520	520	520	520
Ch 7	Part M	534	526	526	526	526	526	526	526	526	517	517	517
Ch 7	Part N	529	529	529	529	529	529	524	524	524	524	524	521
Ch 7	Part O	532	532	532	529	529	529	522	522	522	522	522	522
Ch 7	Part P	520	520	520	520	520	520	520	520	520	520	520	520
Ch 7	Part Q	531	531	531	531								
Ch 7	Part R	534											
Ch 7	Part S	534											
Ch 7	Part T	534											
Ch 7	Part U	534											
Ch 7	Part V	534											
Appendix A	TOC	531	531	531	531								
APP A	Part 1	534	533	532	531	530	525	525	525	525	525	523	523
APP A	Part 2	534	532	532	531								
APP A	Part 3	534	532	532	531								
APP A	Part 4	532	532	532	531	529	529	525	525	525	525	523	523
Appendix B		531	531	531	531	523	523	523	523	523	523	523	523
Appendix C		526	526	526	526	526	526	526	526	526	520	520	520
Appendix D		531	531	531	531	523	523	523	523	523	523	523	523
Appendix E	TOC	520	520	520	520	520	520	520	520	520	520	520	520
APP E	Part 1	532	532	532	523	523	523	523	523	523	523	523	523
APP E	Part 2	534	532	532	530	530	523	523	523	523	523	523	523
APP E	Part 3	534	517	517	517	517	517	517	517	517	517	517	517
Appendix F	TOC	520	520	520	520	520	520	520	520	520	520	520	520
APP F	Part 1	520	520	520	520	520	520	520	520	520	520	520	520
APP F	Part 2	529	529	529	529	529	529	523	523	523	523	523	523

JTR		534 04-10	533 03-10	532 02-10	531 01-10	530 12-09	529 11-09	528 10-09	527 09-09	526 08-09	525 07-09	524 06-09	523 05-09
Appendix G		534	532	532	531	530	529	528	527	526	524	524	523
Appendix H	TOC	532	532	532	523	523	523	523	523	523	523	523	523
APP H	Part 1	528	528	528	528	528	528	528	520	520	520	520	520
APP H	Part 2A	528	528	528	528	528	528	528	520	520	520	520	520
APP H	Part 2B	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 2C	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 3A	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 3B	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 4A	532	532	532	520	520	520	520	520	520	520	520	520
APP H	Part 4B	532	532	532	520	520	520	520	520	520	520	520	520
APP H	Part 4C	532	532	532	520	520	520	520	520	520	520	520	520
APP H	Part 4D	532	532	532	520	520	520	520	520	520	520	520	520
APP H	Part 4E	532	532	532	520	520	520	520	520	520	520	520	520
APP H	Part 4F	532	532	532	520	520	520	520	520	520	520	520	520
Appendix I	TOC	512	512	512	512	512	512	512	512	512	512	512	512
APP I	Part 1	530	530	530	530	530	525	525	525	525	525	512	512
APP I	Part 2	525	525	525	525	525	525	525	525	525	525	518	518
APP I	Part 3	526	526	526	526	526	526	526	526	526	522	522	522
APP I	Part 4	534	532	532	531	530	518	518	518	518	518	518	518
Appendix J													
Appendix K													
Appendix L											525	521	521
Appendix M													
Appendix N													
Appendix O	TOC	528	528	528	528	528	528	528	526	526	525	517	517
APP O		534	533	532	530	530	529	528	525	525	525	523	523
Appendix P	TOC	521	521	521	521	521	521	521	521	521	521	521	521
APP P	Part 1	534	521	521	521	521	521	521	521	521	521	521	521
APP P	Part 2	532	532	532	528	528	528	528	521	521	521	521	521
Appendix Q	TOC	517	517	517	517	517	517	517	517	517	517	517	517
APP Q	Part1	527	527	527	527	527	527	527	527	524	524	524	523
APP Q	Part2	517	517	517	517	517	517	517	517	517	517	517	517
APP Q	Part3	529	529	529	529	529	529	529	527	527	526	522	522
APP Q	Part4	517	517	517	517	517	517	517	517	517	517	517	517
Appendix R	TOC	521	521	521	521	521	521	521	521	521	521	521	521
APP R	Part 1	530	530	530	530	530	526	526	526	526	521	521	521
APP R	Part 2	532	532	532	530	530	529	527	527	526	523	523	523
Appendix S		528	528	528	528	528	528	528	526	526	517	517	517
Appendix T	TOC	521	521	521	521	521	521	521	521	521	521	521	521
APP T		528	528	528	528	528	528	528	521	521	521	521	521
Appendix U		526	526	526	526	526	526	526	526	526	521	521	521
Appendix V													

JOINT TRAVEL REGULATIONS (JTR)

VOLUME 2

DEPARTMENT OF DEFENSE (DoD) CIVILIAN PERSONNEL

<u>Chapter/Part/ Section/Appendix</u>	<u>TITLE</u>
<u>CHAPTER 1</u>	<u>DEPARTMENT OF DEFENSE (DoD) EMPLOYEE TRAVEL ADMINISTRATION</u>
PART A	APPLICATION AND GENERAL RULES
PART B	CONDITIONS/FACTORS
PART C	TRAVEL ADVANCES
PART D	GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES
PART E	TRAVEL CLAIMS AND RECEIPTS
PART F	RESERVED
<u>CHAPTER 2</u>	<u>TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES</u>
PART A	TRAVEL POLICY
PART B	TRAVEL BY GOVERNMENT CONVEYANCE
PART C	TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE
PART D	POC TRAVEL
Section 1	General
Section 2	Permanent Duty Travel
Section 3	POC Use Instead of Government-Furnished Automobile
Section 4	POC Use for TDY Travel
PART E	TRAVEL BY COMMON CARRIER
Section 1	Travel and Transportation Policy
Section 2	Arranging Official Travel
Section 3	Commercial Air Transportation
Section 4	Commercial Ship Transportation
Section 5	Train TRANSPORTATION
Section 6	Commercial Passenger Transportation
Section 7	Reimbursement for Use of Other than the Authorized Transportation Mode or Route
PART F	TRANSPORTATION REQUESTS
PART G	BAGGAGE ALLOWANCE
PART H	LOCAL TRAVEL IN AND AROUND PDS/TDY LOCATION
PART I	MILEAGE RATES
PART J	PARKING EXPENSES FOR CERTAIN EMPLOYEES
<u>CHAPTER 3</u>	<u>SEE APPENDIX I</u>
<u>CHAPTER 4</u>	<u>EMPLOYEE TRAVEL</u>
PART A	TDY TRAVEL
PART B	PER DIEM ALLOWANCES
PART C	AEA
PART D	TRAINING COURSE ATTENDANCE
PART E	RETURN TO PDS DURING TDY
PART F	OCCASIONAL MEALS AND /OR LODGING
PART G	INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY

<u>Chapter/Part/ Section/Appendix</u>	<u>TITLE</u>
	ASSIGNMENTS
PART H	RESERVED (MOVED TO CH 7, PARTS RTHROUGH V)
PART I	REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AOR
<u>CHAPTER 5</u>	<u>PERMANENT DUTY TRAVEL</u>
PART A	APPLICABILITY AND GENERAL RULES
PART B	EMPLOYEE TRANSPORTATION AND SUBSISTENCE
PART C	DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES
Section 1	General
Section 2	PCS Transfers
Section 3	Dependent Student Travel
Section 4	Dependent Per Diem Rates
Section 5	Dependent Medical Travel
PART D	HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)
Section 1	General
Section 2	HHG Transportation
Section 3	HHG Weight
Section 4	HHG Storage
PART E	POV TRANSPORTATION
Section 1	General
Section 2	OCONUS POV Transportation
Section 3	CONUS POV Transportation
PART F	MOBILE HOME TRANSPORTATION (FTR PART §302-10)
PART G	MEA DUE TO HOUSEHOLD RELOCATION
PART H	TQSE (AE) AND TQSE(F)
Section 1	General
Section 2	TQSE – Actual Expense (TQSE(AE))
Section 3	TQSE Fixed (TQSE(F))
PART I	PET QUARANTINE
PART J	DEPENDENT EARLY RETURN
PART K	RENEWAL AGREEMENT TRAVEL (RAT)
PART L	SERVICE AGREEMENTS
Section 1	General
Section 2	Initial Agreements
Section 3	Renewal Agreements
Section 4	Tour of Duty Requirements
Section 5	Agreement Violation
PART M	HHT (FTR §302-5)
PART N	RELOCATION INCOME TAX (RIT) ALLOWANCE
PART O	TEMPORARY CHANGE OF STATION (TCS)
PART P	REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES
Section 1	General
Section 2	Civilian Board Of Contract Appeals (CBCA), GSA Board Of Contract Appeals (GSBCA) and Comptroller General (CG) Decisions Applicable to Allowances in this Part
PART Q	RELOCATION SERVICES
Section 1	General
Section 2	Property Management (PM) Services
Section 3	Home Marketing Incentive Payments
*PART R	EMPLOYEE OR DEPENDENT DEATH
<u>CHAPTER 6</u>	<u>EVACUATIONS AND ADVERSE CONDITIONS</u>
PART A	EVACUATION TRAVEL

<u>Chapter/Part/ Section/Appendix</u>	<u>TITLE</u>
PART B	ADVERSE CONDITIONS TRAVEL
PART C	PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA
Section 1	DSSR, Chapter 600 Index
Section 2	DSSR, Chapter 600 Definitions
Section 3	DSSR, Chapter 600, Subpars. 611-639
Section 4	DSSR, Chapter 600 Faqs
Section 5	DSSR, Chapter 600, Evacuation Payments
PART D	PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE IN THE U.S.
CHAPTER 7	TRAVEL UNDER SPECIAL CIRCUMSTANCES
PART A	IPA MOBILITY PROGRAM
PART B	MISSING PERSONS CASES
PART C	CIVILIAN ESCORTS AND ATTENDANTS
PART D	PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)
PART E	TRAVEL AT NO EXPENSE TO THE GOVERNMENT
PART F	REPATRIATION TRANSPORTATION
PART G	THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)
PART H	EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301)
PART I	TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF
PART J	ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY OR A SPECIAL NEED (FTR §301-13)
PART K	EMPLOYEE MEDICAL TRAVEL
PART L	FAMILY VISITATION TRAVEL (FVT)
PART M	EMERGENCY VISITATION TRAVEL (EVT)
PART N	FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)
PART O	REST AND RECOVERY (R&R) LEAVE TRAVEL
PART P	CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED UNIFORMED SERVICE MEMBER
PART Q	TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY
*PART R	TRAVEL OF CONSULTANT OR EXPERT
*PART S	WITNESS TRAVEL
*PART T	JUROR TRAVEL
*PART U	TRAVEL OF AN EMPLOYEE SERVING AS LABOR ORGANIZATION REPRESENTATIVE
*PART V	TRAVEL TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD

APPENDIXES

<u>APPENDIX A</u>	<u>DEFINITIONS</u>
PART 1	DEFINITIONS (JFTR/JTR)
PART 2	DEFINITIONS (UNIFORMED MEMBER ONLY)
PART 3	DEFINITIONS (CIVILIAN EMPLOYEE ONLY)
PART 4	ACRONYMS (JFTR/JTR)
<u>APPENDIX B</u>	<u>RESERVED</u>
<u>APPENDIX C</u>	<u>RESERVED</u>
<u>APPENDIX D</u>	<u>RESERVED</u>
<u>APPENDIX E</u>	<u>INVITATIONAL TRAVEL AUTHORIZATIONS</u>

<u>Chapter/Part/ Section/Appendix</u>	<u>TITLE</u>
PART 1	INVITATION TO TRAVEL
PART 2	SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION
PART 3	GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL
<u>APPENDIX F</u>	<u>CONSUMABLE GOODS ALLOWANCES</u>
PART 1	LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES
PART 2	CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE
<u>APPENDIX G</u>	<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>
<u>APPENDIX H</u>	<u>TRAVEL PURPOSE IDENTIFIERS AND PREMIUM CLASS TRANSPORTATION</u>
PART 1	TRAVEL PURPOSE IDENTIFIERS
PART 2A	REPORTING DATA ELEMENTS AND PROCEDURES FORMAT
PART 2B	FIRST-CLASS AIR ACCOMMODATIONS CODES
PART 2C	FIRST-CLASS DECISIONS SUPPORT TOOL
PART 3A	BUSINESS-CLASS AIR ACCOMMODATIONS CODES
PART 3B	BUSINESS-CLASS DECISION SUPPORT TOOL
PART 4A	PREMIUM-CLASS ACCOMMODATIONS FOR DISABILITY OR OTHER SPECIAL MEDICAL NEEDS REASONS
PART 4B	RESERVED
PART 4C	RESERVED
PART 4D	RESERVED
PART 4E	RESERVED
PART 4F	PREMIUM-CLASS ACCOMMODATIONS DETERMINATION FORMAT
<u>APPENDIX I</u>	<u>ORDERS</u>
PART 1	Delegation of Authority
PART 2	General Conditions
PART 3	Order Content
PART 4	Order Preparation
<u>APPENDIX J</u>	<u>RESERVED</u>
<u>APPENDIX K</u>	<u>RESERVED</u>
<u>APPENDIX L</u>	<u>RESERVED</u>
<u>APPENDIX M</u>	<u>STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES AND COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES</u>
<u>APPENDIX N</u>	<u>RESERVED</u>
<u>APPENDIX O</u>	<u>TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES</u>
<u>APPENDIX P</u>	<u>CITY PAIR PROGRAM</u>
PART 1	CITY-PAIR PROGRAM
PART 2	FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM
<u>APPENDIX Q</u>	<u>OCONUS TOUR LENGTHS/TOURS OF DUTY</u>
PART 1	DoD SERVICE MEMBERS
PART 2	NOAA
PART 3	CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY

<u>Chapter/Part/ Section/Appendix</u>	<u>TITLE</u>
PART 4	CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY
<u>APPENDIX R</u>	<u>CONFERENCES</u>
PART 1	CONFERENCE PLANNING POLICY
PART 2	CONFERENCE ATTENDANCE
<u>APPENDIX S</u>	<u>AUTHORIZED FEML LOCATIONS/DESTINATIONS</u>
<u>APPENDIX T</u>	<u>STANDARD DATA ELEMENTS FOR TRAVEL</u>
TABLE 1	TRAVELER IDENTIFICATION
TABLE 2	COMMERCIAL TRANSPORTATION INFORMATION
TABLE 3	TRAVEL EXPENSE INFORMATION
TABLE 4	ACCOUNTING AND CERTIFICATION
<u>APPENDIX U</u>	<u>AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS</u>

PAGE LEFT BLANK INTENTIONALLY

CHAPTER 1

DEPARTMENT OF DEFENSE (DoD) EMPLOYEE TRAVEL ADMINISTRATION

Paragraph Contents

PART A: APPLICATION AND GENERAL RULES

C1001	APPLICATION A. Inclusion B. Restrictions C. Authority Not Stated D. Duplicate Payment
C1002	IMPLEMENTATION A. Allowance Regulations B. Regulation Review Process C. Exclusion
C1003	DEPARTMENT OF STATE (DoS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)
C1004	DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA) A. Policy, Payment and Procedural Guidance B. Transfer C. FTA and HSTA
C1005	GAIN-SHARING PROGRAM
C1006	ADMINISTRATIVE PROCEDURES
C1007	COMPUTATION RULES A. Computation Rules B. AEA Limitation
C1008	DEFENSE TRAVEL SYSTEM (DTS) A. General B. Travel Computed by DTS C. AO Responsibilities D. Traveler Rights and Responsibilities E. A Typical Business Trip
C1010	REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE A. General B. Participation C. Enrollment Fees

PART B: CONDITIONS/FACTORS

C1050	GENERAL A. Prohibition Not Stated B. Travel Justification C. PCS D. Travel Official
--------------	--

<u>Paragraph</u>	<u>Contents</u>
C1051	PRIVILEGES WHILE ON OFFICIAL TRAVEL A. General B. Availability/Use
C1052	TRAVEL AND TRANSPORTATION FUNDING A. General B. Movement between Different Departments and Agencies or DoD Components C. Movement within the Same DoD Component D. RAT E. Separation from OCONUS Employment F. DoD Domestic Dependent School Board Members
C1053	IDENTIFICATION CARD A. General B. Issuance
C1054	PASSPORT, VISAS, IMMUNIZATIONS, AND CLEARANCES A. General B. No-fee Passport C. Time Limitations
C1055	GOV'T QTRS USE/AVAILABILITY A. QTRS Available B. QTRS Not Available C. Authorization/Approval
*C1057	TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION A. General B. Employee Married to Employee/Member C. Time Limits D. Restrictions
C1058	OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL
C1059	SCHEDULING TRAVEL
C1060	TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP A. Starting and Ending Travel B. En Route Rest Stop/Rest Period at TDY Point C. En Route Rest Stops D. Rest Period at TDY Point before Reporting for Duty E. Delaying Return Travel to Use Reduced Travel Fares
C1062	HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS
C1065	OFFICIAL DISTANCE DETERMINATION A. POC (Except Airplane) B. Privately Owned Airplane
C1070	APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

PART C: TRAVEL ADVANCES

- C1100 GENERAL**
- A. Minimizing Cash Requirements
 - B. GTCC Use
- C1101 ALLOWABLE ADVANCES**
- A. Authority
 - B. TDY Travel
 - C. Advance Payment of Discounted Conference or Training Registration Fee
 - D. HHG Transportation and Temporary Storage Using the Commuted Rate Method
 - E. Non-temporary (Extended) Storage of HHG
 - F. Movement of Mobile Home
 - G. HHT
 - H. TQSE
 - I. Real Estate Transaction and Unexpired Lease Expense Allowance
 - J. Attendants/Escorts for Military Dependents
 - K. Transportation and Emergency Storage of POV
 - L. Advance Lodging Deposits

PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

- C1200 RETAINING PROMOTIONAL ITEMS**
- A. General
 - B. Seat Relinquishing
 - C. Lost or Delayed Accompanied Baggage
- C1201 ADMINISTRATIVE INSTRUCTIONS**
- C1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES**

PART E: TRAVEL CLAIMS AND RECEIPTS

- C1300 TRAVEL CLAIM SUBMISSION**
- C1305 FALSIFIED TRAVEL CLAIMS**
- C1310 RECEIPT REQUIREMENT**
- A. General
 - B. Lost Receipt
 - C. Review and Administrative Approval
- C1320 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT**
- A. Lost/Stolen/Unused Tickets
 - B. Lost/Stolen/Unused GTR

PART F: RESERVED (INFORMATION MOVED TO APP G)

PAGE LEFT BLANK INTENTIONALLY

PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

A. Inclusion. Except as indicated in par. C1001-B, JTR applies to:

1. A DoD personal services contract employee ([27 Comp. Gen. 695 \(1948\)](#));
2. A DoD civilian employee and/or the employee's dependents, ***NOTE: This includes a direct hire non-U.S. person employed by DoD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government.***;
3. Civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);
4. A civilian official and/or employee of another GOV'T department and/or AGENCY who performs an official assignment for and at DoD's expense;
5. A person who performs travel under a DoD ITA involving GOV'T business (including a non-U.S. person indirect hire);
6. A National Guard technician employed pursuant to 32 USC §709;
7. A person employed intermittently as a consultant or expert and paid on a WAE basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the GOV'T; and
8. A new appointee to the SES and certain Presidential appointees.

B. Restrictions. JTR does not apply to:

1. A NAF official and/or employee traveling on NAF business (may be adopted by NAF activities).
2. A contractor's representative and/or contractor's employee under a contract with DoD.
3. A DoD employee appointed under the Foreign Assistance Act of 1961, Section 625(d), as amended.
4. A DoD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non-DoD AGENCY and who is subject to the funding AGENCY's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations.
5. A Uniformed Service member wherever assigned for official duty. A member on loan, assignment, or detail to another department or AGENCY is authorized travel and transportation allowances including station allowances under JFTR. JFTR, par. U1000. ***The member is financially responsible for returning to the GOV'T all unauthorized or duplicate travel and transportation allowances erroneously received or reimbursed.***

C. Authority Not Stated. There may be circumstances in which the FTR authorizes a discretionary travel and transportation allowance, and the JTR remains silent. A discretionary FTR authority that is not addressed in the JTR is not implemented within DoD.

D. Duplicate Payment. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid/to be paid to the traveler by another entity. If an expense is incurred and reimbursed by another entity that would otherwise be reimbursed by the GOV'T, that expense must not be claimed against, nor paid by, the GOV'T. Par. C4554-B for an exception. ***A non-deductible meal as listed in par. C4554-B provided to a traveler in a per diem***

status does not result in a duplicate payment. The traveler is financially responsible to the GOV'T for all duplicate travel and transportation allowance payments received. *This includes any and all allowances covered in these regulations.* The [Improper Payments Information Act of 2002, Public Law 107-300](#) applies. <http://www.whitehouse.gov/omb/memoranda/m03-13-attach.pdf>.

C1002 IMPLEMENTATION

A. Allowance Regulations. Under [DoDD 5154.29](#), the provisions of, and subsequent changes to, JTR are effective based on PDTATAC regulatory authority, without further allowances implementation by the separate departments. The separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate JTR provisions.

B. Regulation Review Process. [DoDD 5154.29](#) requires that PDTATAC staff review all written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied IAW GSA's FTR. The review process applies to all DoD components IAW par. C1001-A. The written material should be forwarded as a Word document, via the Service/AGENCY CAP representative found in the Introduction Feedback Reporting section to:

1. Email address: pdtatac@dtmo.pentagon.mil; or
2. Fax: (703) 696-7890; or
3. Mail to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Regulations Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

C. Exclusion. The JTR provisions are not applicable to the organizations and personnel in par. C1001-C.

C1003 DEPARTMENT OF STATE (DoS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)

An employee is authorized TQSA for temporary QTRS (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in the DoD Civilian Personnel Manual DoD 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

C1004 DEPARTMENT OF STATE (DoS) FTA AND HSTA

A. Policy, Payment and Procedural Guidance. [DSSR, Section 240](#) at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 for FTA policy, payment and procedural guidance. [DSSR, Section 250](#) at http://aoprals.state.gov/content.asp?content_id=248&menu_id=81 for HSTA policy, payment and procedural guidance.

B. Transfer. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign country PDS is authorized an MEA under Ch 5, Part G, but *not* the FTA allowance in par. C1004-C1 below ([DSSR, Section 242.6](#) at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81). An employee transferring from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part H1, but *not* the HSTA in par. C1004-C3b below ([DSSR, Section 252.6](#) at http://aoprals.state.gov/content.asp?content_id=248&menu_id=81). A transferring employee is eligible for the Lease Penalty Expense Portion under both the FTA and HSTA.

C. FTA and HSTA. The FTA/HSTA are DoS allowances (5 USC §§5924(2)(A) and 5924(2)(B)), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign country PDS. The

FTA/HSTA apply to an employee as indicated below. *A new appointee is not eligible for HSTA.* The FTA and HSTA are composed of four elements:

1. Miscellaneous Reimbursable Expense. This portion is allowable *only* for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).
2. Wardrobe Expense. *This portion is not allowable for a DoD civilian employee.*
3. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). *NOTE: The FTA and HSTA subsistence portions are only for expenses incurred in the CONUS or non-foreign OCONUS area – not in the foreign area.*
 - a. FTA. This portion is allowable for a DoD employee PCSing from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS and for a new appointee traveling from a CONUS/non-foreign OCONUS area actual residence to the first foreign area PDS.
 - b. HSTA. *This portion is not allowed for a DoD civilian employee.*
4. Lease Penalty Expense
 - a. FTA. This portion is allowable for any DoD employee (including a new appointee) PCSing to a foreign area PDS or between foreign country PDSs.
 - b. HSTA. This portion is allowed *only for a reassigned employee (not a new appointee)* PCSing from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS.

NOTE: Ch 5, Part B for other allowances relevant to first duty station travel.

C1005 GAIN-SHARING PROGRAM

A Gain-Sharing Program is a bonus-oriented incentive program, not a travel program, designed to share GOV'T travel and transportation cost savings with a traveler. Title 5 USC, Chapter 45, Subchapter 1 provides authority for this program. Discretionary participation in a Gain-Sharing Program is not covered by, nor addressed in, the JTR.

C1006 ADMINISTRATIVE PROCEDURES

The separate DoD components may issue administrative procedures for the judicious administration of JTR allowances. *Those procedures must not contravene or duplicate JTR provisions and must be reviewed IAW par. C1002.*

C1007 COMPUTATION RULES

A. Computation Rules. The computation rules in these regulations may be unique JTR. Consult the relevant Chapters and Parts, to determine the correct computation process for the specific travel and transportation allowances.

1. Use the actual amount without rounding when computing [TDY mileage](#), [MALT](#), [TQSE](#) and [per diem](#) computation. AEA and [PMR](#) computations are rounded to the next highest dollar with the provision in par. C1007-A2 in force.
2. AEA computation is rounded-up to the nearest dollar. For example, \$29.50 = \$30.00. The AEA must not exceed the authorized percentage of the maximum locality per diem rate. *When AEA for lodging and M&IE exceeds the maximum AEA M&IE locality rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging rate.* For example, reduce \$76.50 to \$76 as shown in par. C4626, Example 3.

3. PMR computation is rounded-up to the nearest dollar.

NOTE: A conference lodging allowance is a pre-determined allowance of up to 125% of the applicable locality lodging ceiling (rounded to the next highest dollar). For example, the locality lodging ceiling of \$100 may be increased to \$125. A conference lodging allowance is not AEA and must not be used with AEA per diem. APP R2, par. M.

- B. AEA Limitation. The AEA limit is 300% of the maximum locality per diem rate IAW par. C4620.

C1008 DEFENSE TRAVEL SYSTEM (DTS)

A. General. At locations at which DTS has been fielded, TDY vouchers are paid using DTS. The Services/Agencies must require the CTO/TMC to arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations, whenever possible along usually-travelled routes.

B. Travel Computed by DTS. DTS covers individual TDY travel for business, travel for schoolhouse training and deployment or personnel traveling together with or without no/limited reimbursement, and certain travel under special circumstances. It does not cover PCS (Ch 5), or evacuation (Ch 6).

TDY performed as part of a PCS move (i.e., TDY en route) is not paid through DTS.

C. AO Responsibilities. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements and authorize travel expenses incurred ICW that mission and IAW this Regulation. The AO must determine the travel purpose (APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/TMC is central in helping to execute those responsibilities. The AO also must:

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures IAW this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW this regulation.
5. Review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves authorized expenses reimbursement. Expense reports are subject to random selection for examination based on financial management directives.
6. Permit a traveler to combine official travel with leave or personal travel. Contract fare travel must never be used for personal travel (APP P2, par. E). The official portion must be arranged through the CTO/TMC. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T, par. C4563-C applies. The AO is not to permit a TDY trip that is an excuse for personal travel.

D. Traveler Rights and Responsibilities

1. A traveler who does not use a CTO/TMC or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement.
2. A traveler should promptly update the trip record, and confirm/modify arrangements, when communication with the CTO/TMC was not possible.
3. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.

E. A Typical Business Trip

1. Before the Trip

*a. Cost Estimate. A traveler should obtain a should-cost estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) rental car fees as determined by the DTS Reservation Module or directly from the CTO/TMC. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO/TMC to estimate the amount for using commercial transportation.

b. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a POC instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

c. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment if included. The resulting document is the Trip Record.

d. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial ticket information. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.

*e. Paying for Arranged Services and Obtaining Cash to Pay Expenses while Traveling. The CTO/TMC typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a GTCC CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit GTCC.

2. During the Trip

a. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO/TMC toll-free number, if possible, to modify the itinerary. The CTO/TMC must update the traveler's Trip Record. Although the AO may approve changes after trip completion, the traveler should obtain the AO's authority in advance, and update the Trip Record. The traveler is reimbursed AO approved Trip Record changes.

b. Receipts. The traveler must produce receipts for lodging and individual official travel expenses of \$75 or more.

3. After the Traveler Returns

- a. Completing the Expense Report. A traveler should complete and submit the Trip Record expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.
- b. AO Approval. The AO must approve the expenses on the Trip Record, and review required receipts, before the traveler is reimbursed.
- c. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. If not using the DTS, a finance office or an office contractually arranged by the traveler's Service/AGENCY may provide this service. The amount paid is the amount the AO approves.
- d. Random Audits. Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.
- e. Lost/Stolen/Unused Paper Tickets. Par. C1320.

C1010 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

- A. General. Registered and/or trusted traveler programs (i.e., FlyClear) are voluntary individual private sector programs designed to expedite the security screening process at participating airports. Registered/trusted travelers pass through special, shorter security lines, which require the individual member to provide personal information in advance. Collection of the personal information requires memberships to be obtained by individual travelers as opposed to an agency.
- B. Participation. Participation in this program is voluntary and is not required by the GOV'T. *Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per [GSA Bulletin FTR 08-05 of 25 June 2008](#).*
- C. Enrollment Fees. Enrollment fees in this program are *not* reimbursable IAW APP G.

PART B: CONDITIONS/FACTORS

C1050 GENERAL

A. Prohibition Not Stated. There may be circumstances when travel and transportation allowances are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized.*

B. Travel Justification ([FTR §301-71.101](#))

1. Directed Travel. Travel and transportation at GOV'T expense may be directed only:

- a. When officially justified, and
- b. By means which meet mission requirements consistent with good management practices.

2. Employee Expenses. An employee must not be directed to perform official travel:

- a. At personal expense, or
- b. At reimbursement rates/amounts inconsistent with provisions in the JTR.

3. Limited Travel Funds. Limited travel funds is not a basis for:

- a. Denying reimbursement for official travel, or
- b. Reducing allowances.

4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DoD component to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice to prepare. Par. C5080-F for short distance moves. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. A reasonable advance notice period should not be less than 30 days except when:

- a. The employee and both the losing/gaining agencies agree on a shorter period;
- b. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or
- c. There are emergency circumstances.

C. PCS

1. Order. ([FTR §§302-2.102, 2.103, 2.104](#)) When GOV'T-funded PCS is authorized:

- a. A written order must be issued to a new appointee/employee prior to the appointee/ employee reporting to the first/new official station. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's order is issued IAW Agency/Service regulations (par. C5100-A),
- b. An appointee/employee should not incur PCS expenses (in anticipation of a PCS) until the written order has been received,
- c. The order must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. Par. C5080-B for procedural requirements applicable to new appointees.

2. Reimbursement Provisions

a. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:

- (1) Successive changes to these regulations governing PCS allowances, and
- (2) The extended period of time that an employee retains eligibility for certain allowances. Par. C1057.

b. The regulations in effect on the appointee's/employee's appointment/transfer effective date (APP A) apply for payment/reimbursement purposes.

D. Travel Official. An official responsible for directing travel and/or approving reimbursement also is responsible for ensuring that funds are used for official travel purposes and IAW the conditions prescribed.

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

A. General. A traveler under an official order may use:

1. GOV'T QTRS,
2. Food services,
3. Exchanges, and
4. Recreational facilities owned, operated, or under DoD jurisdiction.

B. Availability/Use. The conditions and limitations relating to facilities availability/use are in AR 60-20, dated 15 December 1992, AAFES Operating Policies, DoDI 1330.09, dated 7 December 2005 Under Secretary of Defense for Personnel and Readiness (USD (P&R)), Subject: Armed Services Exchange Policy at <http://www.dtic.mil/whs/directives/corres/pdf/133009p.pdf> and DoDI 1330.17, dated 8 October 2008, Subject: Armed Services Commissary Operations at <http://www.dtic.mil/whs/directives/corres/pdf/133017p.pdf>, and at the local commander's discretion.

C1052 TRAVEL AND TRANSPORTATION FUNDING

A. General. An employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave. A new appointee is in a duty status while traveling to the first PDS.

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, DoD 1400.25-M, Section SC630.7.4.3. Permanent Change of Duty Station (PCS), at <http://www.cpms.osd.mil/assets/39e67e3d4e574647b6e63d918606673d/m1400630.chg2.pdf>

NOTE 2: APP A for definitions of "Different (or Separate) Departments and Agencies," "DoD component," "Foreign OCONUS Area/Country," and "OCONUS" (overseas).

B. Movement between Different Departments and Agencies or DoD Components ([FTR §302-2.105](#))

NOTE: Par. C1052 applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD Components, to or from non-DoD agencies.

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DoD Component IAW par. C5005.

2. Reduction in Force (RIF)/Transfer of Functions (FTR §302-2.105). Necessary transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DoD activity must endeavor to have a non-DoD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.

3. Movement under the DoD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DoD component are funded IAW par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies to an employee serving with a service agreement. An employee serving without a service agreement may be authorized PCS allowances by the gaining activity and that activity is responsible for the costs. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2.

C. Movement within the Same DoD Component

1. General. Except as indicated in pars. C1052-C2 through C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the gaining activity's discretion when the gaining activity elects to pay necessary movement costs.

2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.

3. BRAC. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity NTE the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the MEA, real estate allowances (if the employee is eligible), and at its discretion for a HHT (if the employee is eligible) and TQSE for an:

- a. Employee who completes the prescribed tour of duty under the current service agreement;
- b. Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD component;
- c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and
- d. Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. C1052-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawai'i. Pars. C1052-C2 through C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD component.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs when an employee fails to satisfactorily complete a probationary period.

D. RAT

NOTE: APP A for "Actual Residence".

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.
2. Return to a Different OCONUS PDS. Except for a DoDEA employee, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD component, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DoD component must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the RAT, and the HHG and POV, direct from the old to the new OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)). When an employee transfers between activities funded by DoDEA, all PCS costs must be paid by the gaining (area) activity.
3. Obtaining a Position while on Leave in the U.S. An employee:
 - a. Who:
 - (1) Returns to the U.S. under a renewal agreement, and
 - (2) Arranges a move to a PDS in the U.S. while on leave,
 - b. Is authorized:
 - (1) Reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence indicated in the OCONUS service agreement. The losing OCONUS activity must pay the necessary travel and transportation costs to the new PDS NTE the cost to the actual residence.
 - (2) If the GOV'T incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.
 - (3) Necessary additional travel and transportation costs to the new PDS may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the order to provide for return from the losing activity to the actual residence for separation.
 - (4) The travel and transportation expenses are funded as provided in par. C1052-E.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence, or an alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.
2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in GOV'T service in a different department/agency in the actual residence geographical locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)).

3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

a. When an employee under an agreement:

- (1) Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- (2) After arrival at the destination is employed by another DoD component without a break in service,

b. The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence. For the conditions and limitations regarding payment by the gaining DoD component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, par. C5085-F ([46 Comp. Gen. 628 \(1967\)](#); [47 id 763 \(1968\)](#); [B-163113, 27 June 1968](#); [B-163364, 27 June 1968](#)).

4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is or becomes eligible for separation travel and transportation allowances.

F. DoD Domestic Dependent School Board Members. The SECDEF may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. DoDI 1342.25, par. 5.4.5, dated 30 October 1996, (<http://www.dtic.mil/whs/directives/corres/pdf/134225p.pdf>) "*School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)*," *concerning eligibility for reimbursement for official travel.*

C1053 IDENTIFICATION CARD

A. General. When an employee is authorized OCONUS TDY travel or PCS assignment, identification card issuance is provided in:

1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians) (<http://www.dtic.mil/whs/directives/corres/pdf/100001p.pdf>), and
2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals (<http://www.dtic.mil/whs/directives/corres/pdf/100013p.pdf>).

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. Passports,
2. Visas,
3. Immunizations,
4. Advance clearances,
5. Special conditions, and

6. Other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green card). APP G.

2. Travel Requirements

a. The necessary passport, visa (including green card) when required (APP G), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and

b. A passport for each traveler is required for travel into a:

(1) Foreign country, or

(2) Territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. A passport is valid for a specific period from the issuance date, requires renewal or re-issuance, and, if practical, should be renewed before it expires.

2. Visas and immunizations also have time limitations.

C1055 GOV'T QTRS USE/AVAILABILITY

A. QTRS Available. *An employee may not be directed/required to use GOV'T QTRS, nor may lodging reimbursement be limited to the GOV'T QTRS cost (44 Comp. Gen. 626 (1965)).* In compliance with the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability (e.g., through the CTO/TMC), and are encouraged to use those QTRS when TDY to a U.S. INSTALLATION. *However, if GOV'T QTRS are available on that INSTALLATION for an employee TDY to a U.S. INSTALLATION, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the GOV'T QTRS cost. Reduced per diem rates can only be established before travel begins.*

B. QTRS Not Available. An employee is not required to check GOV'T QTRS availability in the following circumstances. GOV'T QTRS are not available:

1. When TDY/delay is at other than a U.S. INSTALLATION;

2. When an AO determines GOV'T QTRS use would adversely affect mission performance ***NOTE: An employee in a Senior Level (SL) position, Scientific and Professional (ST) position and an SES employee (including individuals described under 5 USC §5703) determines personal QTRS availability.***;

3. During en route travel periods; or

4. For TDY/delay of less than 24 hours at one location.

C. Authorization/Approval. Unless a reduced per diem rate is authorized on the order as indicated in par. C1055-A, the AO must authorize/approve reimbursement for the cost of commercial lodgings used NTE the locality per diem lodging rate (unless an AEA is authorized/approved).

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION ([FTR §302-2.110](#))

*A. General. All travel between the authorized points (PDSs, etc.) contained within the official order, including that for a dependent, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. The employee may request an extension of travel and transportation allowances. The Agency may grant the requested extension when in the GOV'T's interest IAW par. C1057-C. This authority cannot be used ICW or anticipation of a future order and has a finite limit (par. C1057-C) in terms of total time.

*B. Employee Married to Employee/Member. An employee, married to an employee/a uniformed member when each is traveling under a separate order between PDSs, upon request may be authorized/have approved an extension by the Agency when in the GOV'T's interest. Pars. C1001-D and C1058 for restrictions.

*C. Time Limits. Allowable travel and transportation must begin within 2 years from the employee's transfer or appointment effective date, except that the 2-year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. Is extended (when determined to be in the GOV'T's interest by the Agency) for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C5750-C. Even when an extension is approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's transfer effective date.

*D. Restrictions. The employee is financially responsible for PCS travel and transportation allowances beyond the initial two years unless an extension is authorized/approved by the Agency as being in the GOV'T's interest. For example, delaying dependents/HHG relocation to the new PDS pending a future order from the new PDS not yet directed by the GOV'T or residence construction/renovation delays at the new PDS are not appropriate reasons to authorize/approve an extension.

C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL ([FTR §301-70.1](#))

1. A traveler must exercise the same care and regard for incurring GOV'T paid expenses as would a prudent person traveling at personal expense.
2. A traveler must maintain records to validate individual expenses of \$75, or more, and for all lodging costs. All receipts should be maintained as required by financial regulations.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.
4. A traveler is advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program (***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' code as opposed to a 'GOV' or other code.***) provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the GOV'T. These programs may not be available to all travelers.

C1059 SCHEDULING TRAVEL

Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;

2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being;
6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;
8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par. C1060-B or C1060-C;
9. Requiring each traveler to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and
10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

C1060 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

NOTE: When scheduling flights of 14 or more hours (par. C2204-B4i), the first choice is always to use economy class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option which should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts.

A. Starting and Ending Travel

1. General

- a. The order establishes when travel status starts and ends.
- b. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours at night (2400 - 0600).
- c. When travel is between 2400-0600, the only acceptable sleeping accommodations are:
 - (1) Ship staterooms, and
 - (2) Train sleeping cars.

NOTE: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a traveler is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties (pars. C1060-C and C1060-D).

- d. A traveler should not be required to use a carrier that requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours, if there is a more reasonable schedule that meets mission requirements.

- e. A prudent AO should confirm lodgings are obtainable for the traveler to retire at a reasonable hour and be ready to perform official business as required ([33 Comp. Gen. 221 \(1953\)](#); [61 id. 448 \(1982\)](#)).
 - f. Transportation should be arranged for the traveler to arrive the day before the TDY actually begins.
 - g. A traveler should be scheduled for a departure in time for an en route rest stop or an overnight rest period at the destination under the circumstances in pars. C1060-C and C1060-D.
 - h. Require each traveler to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations.
 - i. Carefully review requests for first-and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.
2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 and 0600, it is reasonable for a traveler to depart the:
- a. PDS (or home as appropriate) early enough to prevent travel between 2400 and 0600, or
 - b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.
3. Additional Per Diem for Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment ([56 Comp. Gen. 847 \(1977\)](#)).

Example 1. A traveler completes official TDY duty on Friday afternoon. The traveler could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the traveler from traveling between 2400 and 0600, the AO may authorize or approve departure the next day (in this case, Saturday). The traveler receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the traveler receives 75% M&IE for Saturday. Any additional delayed days are the traveler's financial responsibility.

Example 2. A traveler is required to attend a conference that starts at 0800 on Monday morning. If the traveler is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the traveler had departed for the TDY destination on Sunday (75% M&IE plus lodging) ([56 Comp. Gen. 847 \(1977\)](#)). Expenses for any additional early days are the traveler's financial responsibility.

B. En Route Rest Stop/Rest Period at TDY Point. Authorizing/approving an en route rest stop or rest period at a TDY point must be used only when the circumstances warrant, and should not be automatic. The AO must consider each request for a rest stop/en route rest period at TDY point individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. Par. C1059 about scheduled travel and the ***NOTE*** before par. C1060-A on rest periods. ***A rest stop en route/rest period at a TDY destination may not be provided for official travel for PCS, RAT, emergency leave, R&R, FEMLE, and personnel evacuations. A rest stop en route/rest period at a TDY point may only be authorized when travel is to the TDY site. A rest stop en route may not be authorized for the return flight if the traveler can rest before reporting back to work.***

C. En Route Rest Stops

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:
 - a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or

b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. ***NOTE*** following par. C1060-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:

- a. The origin or destination is OCONUS; and
- b. Travel is by a usually traveled route; and
- c. Travel is by less than first/business-class accommodations; and
- d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), ***including scheduled non-overnight time spent at airports during plane changes***.

NOTE: The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize/approve an en route rest stop. The justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the AO must cause the order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

3. En Route Rest Stop Prohibited. An en route rest stop at GOV'T expense is prohibited when:

- a. Travel is authorized by first- or business-class service.
- b. A traveler chooses to travel by a circuitous route, for personal convenience, causing excess travel time.
- c. A traveler takes leave at a stopover.

4. En Route Rest Stop Location. An en route rest stop:

- a. May be authorized/approved at any intermediate point; and
- b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
- c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).

5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) is recommended before the traveler reports for duty when:

1. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS the flight(s) between two duty points, ***including scheduled non-overnight time spent at airports during plane changes***;

NOTE: The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize/approve a rest period at the TDY point. The justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the AO must cause the order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

2. An en route rest stop is not authorized/approved;
3. The traveler is not authorized first- or business-class accommodations; or
4. The traveler is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). ***NOTE*** following par. C1060-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

E. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced transportation fares, a traveler elects to stay at a TDY station longer than required by the assignment and the AO authorizes/approves the action, per diem or AEA for the additional time may be paid if the:

1. Transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the GOV'T; and
2. Delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS ([B-192364, 15 February 1979](#); [B-169024, 5 May 1970](#)).

C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

GOV'T policy is to save lives and protect property by promoting the use of fire-safe hotels and other establishments that provide lodging. Each DoD Component must ensure that not less than 90% of their employees who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet GOV'T requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Agencies are in compliance with the 90% requirement after 30 September 2002, if travel arrangements are made through use of an agency-designated Travel Management System (APP A), whenever possible (5 USC §5707a).

C1065 OFFICIAL DISTANCE DETERMINATION

A. POC (Except Airplane). The DTOD:

1. Is the only official source for worldwide TDY and PDT distance information.
2. Replaces all other sources used for computing distance (except for airplanes IAW par. C1065-B).

Effective 1 March 2009

3. Uses zip code to zip code distance within the CONUS and non-foreign OCONUS areas and city to city distance elsewhere (e.g., within foreign locations or to and from foreign locations).

NOTE: Each DoD INSTALLATION (CONUS and OCONUS) is listed in the DTOD. Contact DTOD if an INSTALLATION is not found (<https://dtod.sddc.army.mil>).

4. Provides distances which must be rounded to the nearest mile for each leg of a journey.
5. Does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal).

6. Website is <https://dtod.sddc.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined from aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

A command/unit is expected to take appropriate disciplinary action when an employee and/or AO fails to follow JTR regulations. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other appropriate personnel means. Action must *not* be through refusal to reimburse. Par. C2203-A4 states exception when reimbursement is *not* allowed.

PART A: TRAVEL POLICY

C2000 GENERAL

A. Travel and Transportation Policy. The following applies to each traveler whose travel and transportation allowances are governed by these regulations:

1. They must use economy/coach (less than premium) -class transportation accommodations unless otherwise provided for in par. C2204, C2205, C2208 or C7460. **NOTE at the start of par. C1060.**
2. Premium (First and Business)-class Travel/Accommodations. (APP A) Par. C2204-B2a, C2204-B2b and C2208-C (trains only) to determine whose authority is required for GOV'T-funded premium-class accommodations to be provided. APP H2, Sec C, for first-class and H3, Sec B for business-class decision support tool.

NOTE: *The order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of APP H2, Sec A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations has been justified and authorized/approved based on JTR, par. C2204-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the approving official."*

*a. Contract Air Service. Except as noted, use of city-pair airfares, offered by a contract air carrier between certain cities, is to the GOV'T's advantage. These airfares should be used for official air transportation between those cities. If a city-pair airfare is not available, the policy-constructed airfare (APP A) (including a lower airfare offered by a non-contract carrier limited to a GOV'T and/or military traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. FTR, §[301-10.107](#) (<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelId=16524&specialContentType=FTR&file=FTR/Chapter301p010.html#wp1203841>) and [DTR 4500.9-R, Part I, Chapter 103](#), pars. A2 and E (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf) for exceptions and specific guidelines regarding contract air service use. **NOTE:** *A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

*b. Only a person senior to the traveler may authorize/approve premium-class accommodations for the traveler/dependents (DoDD 4500.09E, par. E3.4, Encl 3, 11 September 2007 <http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>). Par. C2204-B2.

c. Premium-class accommodations may be authorized/approved by the premium-class AO due to medical reasons only if a competent medical authority certifies sufficient justification of a medical disability/special need (par. C7455-H) exists and that the condition/special need necessitates (for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class AO must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the traveler or dependent is/was so disabled/limited by the special need that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

NOTE: *The attendant who is authorized transportation under par. C7460-1, may be authorized/approved for premium-class accommodations use to accompany the attended traveler, when the attended traveler is authorized premium-class accommodations use and requires the attendant's services en route. Authority for one member of a family to use premium-class accommodations due to a disability does not*

authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required).

d. Use of premium-class accommodations does not apply during PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, or personnel evacuation transportation unless for physical handicap or medical reasons in par. C2000-A2c above.

3. Travel other than by a usually traveled route must be justified.
4. An employee or dependent may not be provided a contract city-pair airfares provided under GSA contract (APP P) or any other airfares intended for official GOV'T business for any portion of a circuitous route traveled for personal convenience.
5. The traveler is personally financially responsible for any additional expense accrued by not complying with par. C2000-A.
6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.
7. A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.
8. A traveler may not be reimbursed for travel at personal expense (par. C2203-C) on non-U.S.-certificated ships/aircraft, except as specified in par. C2204-C.
9. Each dependent is allowed a seat.

B. Service Responsibility. Each DoD Component must:

1. Authorize only travel necessary to accomplish the GOV'T's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the GOV'T's needs are authorized.

C. TDY Travel Involving Non-PDS Location(s). An employee on a TDY order is authorized travel and transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location plus the associated per diem. When TDY travel is to/from a non-PDS location:

1. The traveler must pay any excess travel/transportation cost; and
2. The constructed cost for each trip leg must be based on GOV'T 'YCA' city-pair contract airfares, if available.

NOTE: Par. C4564 for TDY travel and transportation allowances when a TDY order is received while the employee is on official leave.

D. TDY Departure from/Return to Dependents' Residence. Par. C4475.

C2001 TRANSPORTATION MODE

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, GOV'T vehicle, GOV'T-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. An employee's travel should be by the most expeditious practicable

transportation mode that meets mission requirements. The AO is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). ***An employee may not be required to use a POC or special conveyance nor may cost be limited to the cost of POC or special conveyance use.*** A statement on the order indicating the reason for nonuse of a transportation mode that is to the GOV'T's advantage provides justification for travel reimbursement. (Ex: If air travel is the most advantageous transportation mode, but air travel is medically precluded, explain on the order "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

****NOTE: DoDD 4500.56, Encl 2, 14 April 2009, DoD Policy on Use of GOV'T Aircraft and Air Travel, (<http://www.dtic.mil/whs/directives/corres/pdf/450056p.pdf>) for any senior official designated by SECDEF as a "required use" traveler on military aircraft.***

2. Selecting the Transportation Mode to Be Used

*a. Contract Air Service. Except as noted, use of city-pair airfares, offered by a contract air carrier between certain cities, is to the GOV'Ts advantage. These airfares should be used for official air transportation between those cities. If a city-pair airfare is not available, the policy-constructed airfare (APP A) (including a lower airfare offered by a non-contract carrier limited to a GOV'T and/or military traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. FTR, §[301-10.107](#) (<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17113&specialContentType=FTR&file=FTTR%2FChapter301p010.html&channelId=-24568>) and DTR 4500.9-R, Part I, Chapter 103, pars. A2 and E (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf) for exceptions and specific guidelines regarding contract air service use. ***NOTE: A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

b. Non-contract Air Service. The use of non-contract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of non-contract air service must be shown on the order or other form of order before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee must obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification therefore must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DoD component to be to the GOV'T's advantage with cost, energy, and other factors considered and when compatible with the official travel requirements. The use of discount airfares offered to the GOV'T by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount airfares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. GOV'T-contract Rental or GOV'T-furnished Automobiles. When it is determined an automobile is required for official travel, a GOV'T-contract or GOV'T-furnished automobile is used as follows.

a. GOV'T-contract Rental Automobile. A GOV'T-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to an employee who travels to a destination by common carrier, such as airplane, train, or bus and would customarily rent a GOV'T-furnished vehicle for local transportation in the destination area. For travel under par. U2001-A3, an employee also may use a GOV'T-furnished automobile if a GOV'T-contract rental automobile is unavailable or if use of a GOV'T-furnished automobile is practical. A GOV'T-furnished automobile continues to be available for use in an isolated area in which a commercial rental contractor is not available.

b. GOV'T-furnished Automobile. A GOV'T-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a GOV'T-furnished automobile is unavailable, a GOV'T-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a GOV'T-contract rental or a GOV'T-furnished automobile should be authorized, the overall cost must include administrative costs and costs associated with picking up/returning the automobile.

d. Traveler's Cost Liability when Selected Mode Not Used. The employee should use the transportation mode administratively authorized/approved by the DoD Component concerned as being to the GOV'T's advantage. Additional cost resulting from use of a transportation mode other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use one, or a combination, of the transportation modes in par. C2001-A for travel within CONUS must be based on the following factors:

1. Urgency and purpose of travel and ability of each transportation mode to provide necessary service to meet mission requirements;
2. Amount of accompanied baggage or working equipment necessary to accompany the traveler;
3. Savings in the traveler's productive time (workdays only);
4. Availability of adequate accommodations;
5. Any special facilities or schedule that aids in maintenance of necessary security, when applicable;
6. Savings to the GOV'T ICW a PCS order and dependent's transportation.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. OCONUS transportation is arranged through the responsible transportation officer or CTO/TMC (par. C2203). Determination of the transportation mode to be used for travel to/from and within an OCONUS area is made by the responsible transportation officer or CTO/TMC IAW the guidelines in this Part unless the official directing the travel has specified a particular mode IAW this Part. The transportation officer or CTO/TMC must not under any conditions provide transportation via a mode that has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by AMC, including charter or individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic; by MSC, when available; or by commercial transportation IAW the policies set forth in Ch 2, Part E. Except for travel between points served by ferries, travel by ship is not to the GOV'T's advantage in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost work time. Travel by ship may be authorized/approved as being to the GOV'T's advantage only through the Secretarial Process. Reimbursement for use of ships is subject to the further prerequisites of Ch 2, Part E, concerning use of ships of U.S. registry.

2. Traveler Elects Commercial Air or Water. When a traveler, authorized to use available AMC or MSC facilities ICW TDY or PDT, elects to use commercial air or water transportation at personal expense, reimbursement is limited IAW par. C2210. A traveler is required to arrange transportation, even circuitous or interrupted travel, IAW par. C2203.

D. Travel by Aircraft

1. General

- a. *AOs directing travel must strictly adhere to the policy on aircraft travel contained in par. U2001.*
- b. Air is the usual transportation mode to/from OCONUS.
- c. GOV'T or GOV'T-procured air transportation should be used for travel to/from, and between OCONUS areas (APP A).
- d. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.
- e. Par. C2215-E explains computing reimbursement when other than the authorized transportation mode or route is used.
- f. Reimbursement limitations for travel by an alternate mode or route must be stated on the order under which dependents travel.
- g. A traveler must make transportation arrangements IAW pars. C2203-A and C2203-B.

2. GOV'T Aircraft Use. GOV'T aircraft may be used only for official purposes IAW 41 CFR 101-37.402.

3. Overseas Travel. Travel is required by GOV'T air or GOV'T-procured air transportation unless medically inadvisable for an employee:

- a. Performing TDY travel to and from CONUS or between overseas duty points;
- b. And a dependent performing PDT to, from, and between overseas duty stations.

4. Operations and Maintenance Technician and Crash Firefighter. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and a crash firefighter for whom travel by aircraft is necessary ICW the employee's duties, is required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions may include such an air travel requirement.

5. Required as Part of Conditions of Employee's Assignment. Travel is required by aircraft for any distance when such transportation mode is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require an employee to be aboard an aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. This employee may be required to be aboard any type of GOV'T aircraft on scheduled or nonscheduled flights.

6. Necessary for Mission Accomplishment or when Air Is the Only Mode Available. Travel by aircraft for any distance is required with or without the employee's consent when such transportation mode is necessary for the accomplishment of the activity's mission or is the only transportation mode available. Such an employee may be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type GOV'T aircraft operated on scheduled or semi-scheduled flights. An employee's acceptance of a order authorizing air travel constitutes agreement to the provisions of the particular order.

7. Air Evacuation Required for Medical Reasons

- a. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines this transportation mode is necessary for an employee's medical evacuation.
- b. Employee Medical Transportation. Par. C7500 for authority to provide GOV'T funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
- c. Dependent Medical Transportation. Par. C5134 for authority to provide GOV'T funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.
- d. Other Employee Transportation. DIA Manual 100-1, Vol. 1, Part 4, Section K also for a civilian employee assigned to a Defense Attaché Office and/or DIA Liaison Office.

8. Air Travel Medically Inadvisable

- a. Neither a civilian employee nor a dependent is required to travel by air if such transportation mode is medically inadvisable. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless agency mission requires the employee to travel separately.
- b. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.
- c. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. Par. C2205-E for stateroom standards and required U.S. registry ship use.
- d. Par. C2215-C does not apply for directing an employee to use GOV'T/GOV'T-procured transportation when a medical condition prevents a family member's travel by aircraft.

C2002 CITY-PAIR AIRFARE PROGRAM

*Regulations applicable to the Contract City-Pair Airfare Program (APP A) are found in [DTR 4500.9-R, Part I, Chapter 103](#), pars. A2 and B2 (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf).

C2003 TRAVEL TIME

A. Travel by GOV'T Conveyance and/or Common Carrier on GOV'T-Procured Transportation. Travel time for travel by GOV'T conveyance (except GOV'T automobile) and/or common carrier obtained by **GOV'T-procured transportation** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by GOV'T automobile is computed IAW par. C2003-C.

B. Travel by other than Authorized Mode. An employee who elects to travel by other than the authorized mode, is limited to the actual travel time used, NTE the allowable travel time for the authorized transportation mode.

C. POC

1. **TDY**. Generally, 1 travel day is allowed for each 400 miles of official distance of ordered travel. If the excess distance is 1 or more miles after dividing the total official distance by 400, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. This applies to travel by:

- a. POC, if to the GOV'T's advantage, and

- b. Special conveyance (vehicle) as an authorized TDY transportation mode, and
- c. GOV'T vehicle.

2. PCS. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed.

3. Driving Distance Per Day. There is no mandatory distance that must be driven per day.

D. Travel by Aero Club. When an order does not authorize travel by a specific transportation mode and the traveler travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

E. TDY Travel by Mixed Mode

1. POC Use to the GOV'T Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. C2003-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time is NTE that authorized in par. C2003-C for POC travel for the official distance of the ordered travel.

2. POC Use Not to the GOV'T Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. C2003-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time is NTE that authorized in par. C2003-A for commercial transportation for the official distance of the ordered travel.

F. Travel by Special Conveyance. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. C2003-C.***

PAGE LEFT BLANK INTENTIONALLY

PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE

C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursement for transportation expenses incurred in and around the PDS; Ch 2, Part H. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

C2101 TAXICAB USE

A. To/from a Transportation Terminal. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below. Between:

1. Places of residence, lodging, or duty at the PDS or TDY station and transportation terminals;
2. Transportation terminals, if free transfer is not provided; or
3. Transportation terminal and lodging, when needed, due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging; and from the PDS to the residence on the day of return from such TDY.

C2102 SPECIAL CONVEYANCE USE ([FTR, §301-10, Subpart E](#))

A. General. An AO may authorize/approve a special conveyance when to the GOV'T's advantage. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost IAW par. C2150, item 8.

B. Selecting a Rental Vehicle

*1. DTR 4500.9-R, Part I, Chapter 106, Policy (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_106.pdf)

- a. *It is mandatory to obtain rental vehicles through the CTO/TMC, when available. **NOTE:** It is not mandatory to use a CTO/TMC when renting an airplane or bus.*
- b. The lowest cost rental service that meets the mission requirements must be selected when selecting commercially rented vehicles.
- c. Use of a rental car vendor participating in the DTMO rental car agreement is encouraged, because the GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T. **NOTE:** *View participating rental car vendors and rates at <http://www.defensetravel.dod.mil> and select Car/Truck Programs in the left column. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official GOV'T travel. A vehicle offered by a participating vendor, but not listed, is not covered under the agreement, does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official GOV'T travel. Most locations have at least one participating vendor offering a 'non-standard' vehicle, when required for official GOV'T travel IAW par. C2102-C1b.*

Example: Rental Car Vendor A lists a SUV as a participating vehicle under the DTMO rental car agreement. If this SUV is rented, it has full liability and vehicle loss/damage insurance coverage for the GOV'T traveler on official GOV'T business. Rental Car Vendor B does not list a SUV as a participating vehicle, but has a SUV rental available. If the traveler rents a SUV from Rental Car Vendor B, the SUV is not covered with liability and vehicle loss/damage insurance coverage.

d. A traveler disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car cost before reimbursement is allowed.

e. DTR, Part I, Chapter 106 and DoD component regulations for policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies.

2. Defense Travel Management Office (DTMO) Policy (<http://www.defensetravel.dod.mil>)

a. DTMO vehicle rental agreements apply to all DoD Components and activities and non-Defense Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained via the DTMO website at <http://www.defensetravel.dod.mil> or from:

Defense Travel Management Office (DTMO)
Commercial Travel Division
Travel Management Branch
4601 N. Fairfax Drive, Suite 800
Arlington, VA 22203-1546

3. Reimbursement. When an available CTO/TMC is not used, reimbursement is limited to what it would have cost if a CTO/TMC had made the rental vehicle arrangements.

C. Special Conveyance (Includes Aircraft) Reimbursement

1. Reimbursable Expenses

a. *It is mandatory to obtain a rental vehicle (except for an aircraft or a bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.*

b. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) is inadequate.

c. When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW APP G;

(1) Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, aircraft landing and tie-down fees, and transportation to/from the rental facility.

(2) Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day GARS in the DTMO rental car agreements; garage (POC parking is a reimbursable expense – APP G), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

(3) Mandatory rental car insurance coverage required in foreign countries.

(4) A claim for damage to a rental vehicle, while the vehicle is being used for official business, may be reimbursable to the traveler or the rental car company, when appropriate, as a miscellaneous reimbursable transportation expenses. The claim must be adjudicated as payable IAW the DoD

Financial Management Regulation (Volume 9, Chapter 4) (<http://www.dtic.mil/comptroller/fmr/>) or appropriate Service directives for the non-DoD Services.

d. When the AO authorizes/approves special conveyance/rental vehicle use for official business, the AO may also authorize/approve:

(1) The rental of snow tires and similar necessary non-standard equipment, and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO/TMC) is allowed.

Reimbursement for the purchase of snow tires and/or other non-standard items is not authorized.

(2) Global Positioning System (GPS) rental, when necessary for the official use.

(3) Toll Collection Transponder installed in rental car when necessary for official use for both tolls and daily/weekly fee. ***Activation of the Toll Collection Transponder, installed in a rental car for optional use, is not reimbursable unless the AO can determine it was necessary for official business.***

2. Rented Automobile Insurance

NOTE: Par. C2102-B1c for information on other vehicles that are not covered with liability and vehicle loss/damage insurance for the traveler or the GOV'T when rented for official GOV'T travel.

a. Insurance Cost. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

(1) The insurance is required by the rental agency in an OCONUS location to provide full coverage insurance, but only when renting an automobile, or

(2) Certain classified special operations. [B-204486, 19 January 1982](http://redbook.gao.gov/15/fl0072480.php) (<http://redbook.gao.gov/15/fl0072480.php>).

b. Rented Motor Vehicle Damage. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business, if the claim is adjudicated by the Service concerned as being payable. The GOV'T may make direct payments to the car rental companies instead of to the traveler, if appropriate. In either case, the reimbursement is a miscellaneous reimbursable transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

NOTE: TDY ends on Friday. The employee delays return to the PDS until Sunday and retains the rental car. Due to an accident on Sunday, the rental car was damaged. The employee may not be reimbursed for the cost of repairs since the employee was not on official duty at the time of the accident ([GSBCA 16477-TRAV, 13 October 2004](#)).

c. Damage Claims. Requests from an employee, or from a rental company, for reimbursement or payment should be documented and submitted IAW the DoD Financial Management Regulation, Vol. 9, Chapter 4 (<http://www.dtic.mil/comptroller/fmr/>). Statements, itemized bills, and an accident report are typical requirements ([47 Comp. Gen. 145 \(1967\)](#)).

3. Special Conveyance Receipts. Par. C1310.

4. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.

NOTE:

1. *A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.*
2. *Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.*
3. *Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. View participating rental car vendors and rates at the DTMO website (<http://www.defensetravel.dod.mil>) and select Car/Truck Rental Agreements in the left column. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official GOV'T travel. A vehicle offered by a participating vendor, but not listed, is not covered under the agreement, does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official GOV'T travel. Most locations have at least one participating vendor offering a 'non-standard' vehicle, when required for official GOV'T travel IAW par. C2102-C1b.*

D. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

E. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to/from local carrier terminals;
2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor GOV'T transportation between the terminals meets the authorized travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

F. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual transportation mode, or when the use of a special conveyance is determined to be to the GOV'T's advantage. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

G. Special Conveyance Use for PDT. Commercially rented vehicles/special conveyances:

1. May be used for PDT when other transportation modes in par. C2001-A are not to the GOV'T's advantage,

2. Must be authorized in a PCS order,
3. May not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
4. Are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

NOTE: An employee is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.

H. Special Conveyance Use in and around Permanent or TDY Station. Reimbursement for special conveyance use within and around the permanent and TDY duty station should be accomplished IAW Ch 2, Part H.

C2103 BUS, STREETCAR, OR SUBWAY USE

A. To/from Carrier Terminals. Reimbursement is authorized for bus, streetcar, or subway fares as follows:

1. Between places of residence, lodging, or duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the commercial or GOV'T transportation mode used;
2. Between carrier terminals, when needed, due to a change of transportation and a free transfer is not provided; or
3. From carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

C2104 AIRPORT LIMOUSINE SERVICE USE

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows. Between:

1. Places of residence, lodging, or duty at the PDS or TDY duty station, and local transportation terminals (stations, airports, wharves, etc.) of the commercial or GOV'T transportation mode used;
2. Transportation terminals when changing transportation mode and a free transfer is not provided;
3. Transportation terminals and lodging when transportation delays occur en route that are beyond the traveler's control; or
4. An airport and airport limousine terminal.

C2105 LODGING-PROVIDED COURTESY TRANSPORTATION USE

Available courtesy transportation services furnished by a lodging or similar facility should be used to the maximum extent possible.

PAGE LEFT BLANK INTENTIONALLY

SECTION 4: POC USE FOR TDY TRAVEL

C2182 TDY MILEAGE ALLOWANCES FOR POC USE

An individual engaged in official business for the GOV'T may be authorized TDY mileage for POC travel. TDY mileage may be authorized only for the POC operator.

C2184 POC USE FACTORS

A. Official TDY Mileage Rates for Local and TDY Travel. Only the TDY mileage rates for local and TDY travel in par. C2500, and private automobile rates affected by pars. C2184-B through D may be prescribed in a order.

B. POC Use to the GOV'T's Advantage. POC TDY mileage rates are in par. C2500 for POC travel that is to the GOV'T's advantage.

C. POC Use Not to the GOV'T's Advantage

1. Reimbursement. When POC TDY travel is not to the GOV'T's advantage but is used by the official traveler, reimbursement is on a constructed basis limited to the cost of the transportation mode in the order.

2. Constructed Cost. Par. C2156.

3. POC Use Instead of GOV'T-furnished Automobile. Par. C2184-D.

4. POC Use for Local Travel. Pars. C2400 and C2401.

D. Privately Owned Automobile (POA) Instead of GOV'T-furnished Automobile ([FTR §301-10.310](#))

1. GOV'T-furnished Automobile Use to the GOV'T's Advantage

a. TDY Mileage Rate. GSA prescribes the TDY mileage rates for authorized POA use when use of a GOV'T-furnished automobile would be to the GOV'T's advantage (par. C2500).

b. Higher TDY Mileage Rate. Exceptions to the GSA-prescribed rates may be authorized if the DoD component concerned determines that, because of the unusual circumstances, the GOV'T-furnished automobile cost would be higher than the GSA-prescribed rate. In such instances, the DoD component may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2500 for an automobile) for advantageous use that most nearly equals the cost of providing a GOV'T-furnished automobile in those circumstances.

c. Expense Reimbursement. In addition to TDY mileage reimbursement for the official distance, the official traveler is authorized reimbursement for expenses under par. C2188 that would have been incurred if a GOV'T-furnished vehicle had been used.

2. GOV'T-furnished Vehicle Available. When use of an available GOV'T-furnished vehicle is authorized, but an official traveler elects to use a POC for TDY travel, TDY mileage reimbursement for POC use is at the appropriate rate in par. C2500.

3. Official Traveler Assigned a GOV'T-furnished Vehicle. When an official traveler is assigned a GOV'T-furnished vehicle for the official traveler's exclusive use, but the official traveler elects to use a POC, POC use reimbursement is at the partial rate in par. C2500-A.

4. Reimbursement when Transportation in a GOV'T-furnished Automobile as Passenger/Driver Is Available

a. Reimbursement Not Authorized. When an official traveler is authorized transportation in a GOV'T-furnished automobile as a passenger, or as a driver with another official traveler, but uses a POC instead,

the official traveler is not authorized any reimbursement if the GOV'T-furnished automobile made the trip without the official traveler ([21 Comp. Gen. 116 \(1941\)](#)).

b. Partial Reimbursement. If under the circumstances in par. C2184-D4a, the GOV'T-furnished vehicle is used by some of the official travelers but the AO authorizes an official traveler to use a POC as a matter of personal preference, that official traveler is authorized reimbursement at the partial rate in par. C2500-A for POC use instead of a GOV'T furnished vehicle ([62 Comp. Gen. 321 \(1983\)](#)).

c. Reimbursement at POC Rate. If the GOV'T-furnished automobile did not make the trip, the official traveler is authorized reimbursement at the rate in par. C2500-D for POC use instead of a GOV'T-furnished vehicle when use of the GOV'T-furnished vehicle is to the GOV'T's advantage.

C2188 REIMBURSABLE EXPENSES

APP G for reimbursable expenses ICW POC travel on TDY.

C2190 TRAVELING TOGETHER

1. POC TDY mileage reimbursement is paid only to the official traveler incurring the operating expenses.
2. No deduction is made from the TDY mileage payable to the official traveler authorized to be reimbursed because another passenger (GOV'T or non-GOV'T official traveler) travels with the official traveler and contributes to paying operating expenses.

C2192 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

NOTE: If a member of the traveler's family drives, it is presumed that the traveler incurs the expense.

A. Round-trip Expenses Incurred for Drop-off and/or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off and/or pick-up an official traveler at a transportation terminal, the official traveler paying POC operating expenses is:

1. Paid TDY mileage for the round-trip(s) distance, and
2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls

for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal. When a POC is used for one-way travel from a residence/PDS to a transportation terminal to begin a TDY trip and then from the transportation terminal to a residence/PDS when the TDY is completed, the official traveler incurring the POC operating expenses is:

1. Paid TDY mileage, and
2. Reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

NOTE: Terminal parking fees while TDY are reimbursable NTE the cost of two one-way taxi fares, including allowable tips.

C. Departure from PDS on TDY. When a POC is driven from a TDY traveler's residence to the PDS on the TDY traveler's departure day from the PDS on a TDY trip requiring at least one night's lodging, and from the PDS to the residence on the TDY traveler's return day, the TDY traveler who incurs the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

D. Other Official Travelers Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only the TDY traveler (usually the driver) who incurs the expense is paid TDY mileage for the trip.
3. *Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one-way taxi fares, including allowable tips.*

C2193 POC TRAVEL INVOLVING A CAR FERRY

A. General. When a car ferry is used during POC travel, the employee traveling by POC partly by road and partly by car ferry (circuitously/indirectly or otherwise) is authorized transportation allowances in pars. C2193-B through D.

B. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.
2. TDY Mileage. TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location (par. C2505).
3. More Than One Car Ferry. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries.

C. Ferry Fees. The employee is authorized:

1. GOV'T-procured ferry transportation; or
2. Reimbursement for personal transportation costs on the car ferry (NTE the GOV'T-procured ferry transportation cost).

D. Foreign Registered Ship Use. Par. C2205-F3 for required documentation if a U.S. registered ferry is not available.

C2194 PER DIEM FOR POC TRAVEL

A. POC Use Is to the GOV'T's Advantage. When POC use is to the GOV'T's advantage, per diem is computed under par. C5060-B.

B. POC Use Not to the GOV'T's Advantage

1. When POC use is not to the GOV'T's advantage, per diem is limited under par. C2198-B, except when a POC is used instead of a GOV'T-furnished automobile. Par. C2180.
2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C2198.

C2196 TRAVEL TIME

Necessary travel time is allowed when POC use is to the GOV'T's advantage. Par. C2194-A. Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not to the GOV'T's advantage except for travel under par. C2180.

C2198 POC TRAVEL REIMBURSEMENT COMPUTATION

A. To the GOV'T's Advantage

1. Reimbursement for the official distance is computed at the authorized TDY mileage rate.
2. Per diem is computed for the travel time under par. C2194.
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, travelers may be eligible to submit claims for POCs used for official travel, using Service procedures, under the [Personnel Claims Act \(31 USC §3721\)](#).
4. Par. C2188 for other allowable costs.

B. Not to the GOV'T's Advantage

1. Limitation

- a. When, for personal preference a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C2184 plus per diem.
- b. The total allowable payment is limited to the total common carrier transportation constructed cost including constructed per diem for that transportation method.
- c. Par. U2198 does not apply to travel performed under par. C2180. [B-183480, 4 September 1975](#).

2. TDY Mileage and Per Diem Computation

- a. TDY mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C2198-B2a.
- c. The per diem rate in the order is used for computing per diem.

3. Constructed Transportation Cost and Per Diem Computation

- a. The GOV'Ts constructed transportation cost is computed on airfares or charges for the POLICY-CONSTRUCTED AIRFARE (APP A) (often contract city-pair airfare; par. C2156) between authorized points.
- b. Air transportation constructed cost includes taxes or fees the GOV'T would pay if GOV'T-procured transportation had been provided.
- c. Taxi fares and excess accompanied baggage costs that would have been allowed are included.
- d. The constructed POC transportation cost includes transportation expenses for:

- (1) The official traveler claiming TDY mileage, and

- (2) Persons performing official travel as passengers in the same conveyance.
4. Comparison
- a. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
 - b. Par. C2156 for determining common carrier constructed cost.
5. Passengers
- a. Passengers are not authorized TDY mileage.
 - b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.
 - c. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.
- C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat. *Reimbursement is the actual transportation costs in pars. C2162 and C2165, instead of paying TDY mileage and other reimbursable expenses.*
- D. Example. The [per diem/TDY mileage rates](#) used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes the current [TDY mileage rate](#); and par. C2505 prescribes the current MALT rate.

***EXAMPLE 1**

TDY Per Diem and POC TDY Mileage Computation

A traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The order directs the traveler to travel by common carrier; however, the traveler elects to travel by POC which is not to the GOV'T's advantage (par. C2150-8). The traveler arrives at the TDY location on day 3, completing TDY assignment on the same day.

Reimbursement is limited to the common carrier constructed cost.

The maximum per diem rate for the TDY location is \$116 (\$70/ \$46) and the actual lodging cost is \$40. The 12-hour rule does not apply because the TDY is over 12 hours. AEA is not authorized for this example.

The round-trip official POC distance is 1,500 miles (750 miles one-way) requiring two travel days each way between the residence and TDY location. Pars. C2150-8 and C2153-A apply. Parking fees are not authorized for this example (par. C2159-D).

The traveler is paid \$392.27 (common carrier constructed cost) since the actual POC travel cost exceeds the constructed GOV'T cost. The traveler is charged leave for the excess travel time, if appropriate, IAW appropriate personnel directives.

ITINERARY

Date	Depart	Arrive	Per Diem Rate	Lodging Cost	POC Distance
1 Jun	Residence	1st Stopover	\$122 (\$76/ \$46)	\$35	400
2 Jun	En Route	2nd Stopover	\$119 (\$73/ \$46)	\$39	300
3 Jun	En Route	TDY Station	\$116 (\$70/ \$46)	\$40	50
4 Jun	TDY Station	3rd Stopover	\$117 (\$71/ \$46)	\$80	400
5 Jun	En Route	4th Stopover	\$127 (\$81/ \$46)	\$70	300
6 Jun	En Route	Residence	Use 4th stopover M&IE		50

REIMBURSEMENT

ACTUAL POC TRAVEL COST

(including per diem on travel days to and from Location B)

Day 1	\$35 (1 st stopover lodging cost) + (75% x \$46) =	\$ 69.50
Day 2	\$39 + \$46 (2 nd stopover lodging cost and MI&E rate) =	\$ 85.00
Day 3	\$40 + \$46 (Arrive TDY location) =	\$ 86.00

Per Diem for Travel from Location A (residence) to Location B (TDY) - \$240.50

Day 4	\$71 (Depart TDY location. 3rd stopover lodging cost NTE \$71) + \$46 =	\$117.00
Day 5	\$70 (4th stopover M&IE rate and lodging cost) + \$46 =	\$116.00
Day 6	\$46 x 75% (use 4th stopover MI&E rate) =	\$ 34.50

Per Diem for Travel from Location B (TDY) to Location A (residence) - \$267.50

Transportation Costs	Round-trip TDY mileage – 1,500 miles x \$0.50/mile =	\$750.00
	Round-trip tolls	\$ 12.00

Actual POC Travel Cost Total

\$1,270.00

COMMON CARRIER CONSTRUCTED COST

(including per diem on travel days to and from Location B)

Day 1	\$40 (lodging cost) + (75% x \$46) =	\$ 74.50
Day 2	75% x \$46	\$ 34.50
Transportation Costs	1 round-trip air coach ticket (including GOV'T-paid tax)	\$163.27
	Shuttle costs between airport and hotel (\$20.00 each way, par. C2101-A)	\$ 40.00
	Taxicab costs between residence and airport (\$40.00 each way, par. C2101-B)	\$ 80.00

Constructed Common Carrier Travel Cost Total

\$392.27

EXAMPLE 2

TDY Per Diem and POC TDY Mileage Computation

A traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The order directs the traveler to travel by common carrier; however, the traveler requests to travel by POC between residence and TDY location. Par. C2150-8. A determination is made that POC use is to the GOV'T's advantage because there is no contract city-pair airfare available. The round-trip commercial airfare between Locations A and B is \$1,350 (including GOV'T-paid tax). The traveler is authorized to travel using POC in the GOV'T's interest and arrives at the TDY location on day 3, completing the TDY assignment on the same day.

Reimbursement is **not** limited to the common carrier constructed cost.

The round-trip official POC distance is 1,700 miles (850 miles one-way) requiring three travel days each way between the residence and TDY location. Pars. C2150-8 and C2153-A apply. Parking fees are not authorized for this example (par. C2159-D).

The traveler is paid \$1,400 (actual travel cost by POC) since the constructed GOV'T common carrier cost exceeds the actual POC cost and POC was authorized as being to the GOV'T's advantage.

ITINERARY

<u>Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Lodging Cost</u>	<u>POC Distance</u>
1 Aug	Residence	1 st Stopover	\$134 (\$88/ \$46)	\$60	400
2 Aug	En Route	2 nd Stopover	\$121 (\$75/ \$46)	\$50	400
3 Aug	En Route	TDY Station	\$134(\$88/ \$46)	\$65	50
4 Aug	TDY Station	3 rd Stopover	\$121 (\$75/ \$46)	\$50	400
5 Aug	En Route	4 th Stopover	\$134 (\$88/ \$46)	\$60	400
6 Aug	En Route	Residence	Use 4 th stopover MI&E		50

REIMBURSEMENT

ACTUAL POC TRAVEL COST

(including per diem on travel days to and from Location B)

Day 1	\$60 + (75% x \$46) (1 st stopover MI&E rate and lodging cost) =	\$ 94.50
Day 2	\$50 + \$46 (2 nd stopover lodging cost and MI&E rate) =	\$ 96.00
Day 3	\$65 + \$46 (Arrive TDY location) =	\$111.00

Per Diem for Travel from Location A (residence) to Location B (TDY) = \$301.50

Day 4	\$50 + \$46 (Depart TDY location 3 rd stopover lodging cost) =	\$ 96.00
Day 5	\$60 + \$46 (4 th stopover M&IE rate and lodging cost) =	\$106.00
Day 6	75% x \$46 (Use 4 th stopover MI&E rate) =	\$ 34.50

Per Diem for Travel from Location B (TDY) to Location A (residence) = \$236.50

Transportation Cost	Round-trip TDY mileage – 1,700 miles x \$0.50/mile =	\$850.00
	Round-trip tolls =	\$ 12.00

Actual Travel Cost by POC Total

\$1,400.00

COMMON CARRIER CONSTRUCTED COST

(including per diem on travel days to and from Location B)

Day 1	\$75 (lodging cost) + (75% x \$46) =	\$109.50
Day 2	75% x \$46 =	\$ 34.50
Transportation Cost	1 round-trip air coach ticket (including GOV'T-paid tax)	\$1,350.00
	Shuttle costs between airport and hotel (\$20 each way, par C2101-A)	\$ 40.00
	Taxicab cost between residence and airport (\$40 each way, par. C2101-B)	\$ 80.00

Constructed Travel Cost by Common Carrier Total

\$1,614.00

E. Mixed Modes

1. General. All official travel must be:

- a. Arranged IAW pars. C2203-A and B; and
- b. Reimbursed IAW par. C2203-D.

2. To the GOV'T's Advantage

a. If an official traveler is authorized POC travel as being to the GOV'T's advantage and travels partly by POC and partly by common carrier, the official traveler is authorized:

- (1) The authorized TDY mileage rate for the distance traveled by POC,
- (2) The cost of transportation purchased through a CTO, *and*
- (3) Per diem for actual travel.

The total amount may not exceed the TDY mileage plus per diem for the authorized travel.

b. The AO may authorize, or the travel-directing/approving official may approve, actual travel cost (TDY mileage plus the cost of transportation purchased plus per diem for the authorized travel) when justified in unusual circumstances.

3. Not to the GOV'T's Advantage. If an official traveler is not authorized POC travel as being to the GOV'T's advantage and travels partly by POC for personal convenience and partly by common carrier, the official traveler is authorized:

- a. The authorized TDY mileage rate for the distance traveled by POC,
- b. The cost of transportation purchased through a CTO, and
- c. Per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem. Par. C2198-B3 for authorized travel.

SECTION 2: ARRANGING OFFICIAL TRAVEL

C2203 ARRANGING OFFICIAL TRAVEL

A. CTO/TMC Use

1. Mandatory Policy

a. *It is DoD mandatory policy that a DoD civilian employee use an available CTO/TMC to arrange official travel, including transportation and rental cars. A command must not permit a CTO/TMC to issue premium-class tickets purchased at GOV'T expense to a traveler without prior proper authorization.*

b. *A command must not permit a CTO/TMC to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs.*

NOTE: *This does not establish the _CA as the basis for policy-constructed airfare – that remains the YCA.*

2. Service Regulations. DoD component regulations for CTO/TMC use information.

3. Failure to Follow Regulations

a. A command/unit is expected to take appropriate disciplinary action when an employee and/or an AO fails to follow the regulations concerning CTO/TMC use. Par. C1070.

b. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a traveler and/or AO acquires/allows a YCA airfare to be acquired when there is a _CA airfare available that meets mission needs. ([CBCA 1511-TRAV, 7 May 2009.](#))

c. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other personnel means. Action must *not* be through refusal to reimburse. Par. C2203-A4 for the exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. *Reimbursement is not allowed when the traveler does not follow the regulations for non-U.S.-certificated carriers. Par. C2200-H.*

B. Requirements

1. When making travel arrangements, a traveler should use the following:

a. A CTO/TMC (APP A), or

b. In-house travel offices,

2. All travel arrangements must be made IAW:

*a. DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007, at <http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>

*b. DoDI 4500.42, DoD Passenger Transportation Reservation and Ticketing Services, 5 January 1987 (<http://www.dtic.mil/whs/directives/corres/pdf/450042p.pdf>); and

c. Service regulations that supplement the DoDD and the DoDI.

C. Non-U.S.-certificated Aircraft or Ship Transportation. Transportation on non-U.S.-certificated aircraft or ships must *not* be authorized/approved unless the conditions in par. C2204-C are met.

D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available, but not used by the traveler, reimbursement for the transportation cost is NTE the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.

2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the actual cost of the authorized/approved transportation NTE the policy-constructed airfare (APP A1) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

NOTE 1: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by an employee is reimbursable under APP G. When an available CTO/TMC is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed NTE the cost of the GOV'T/GOV'T procured transportation.

NOTE 2: DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: http://www.defenselink.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DoD GTCC may be used. Charging personal travel expenses is misuse of the GTCC. A DoD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant order must be provided to the CTO/ TMC before ticketing. An electronic DTS generated order, suffices to meet this requirement. A CTO/TMC may issue tickets for official travel authorized by proper oral, letter, or message authority, if travel must begin or is performed before a written order is issued. The official who directed the travel is responsible for promptly providing a confirmatory order to the CTO/TMC.

SECTION 3: COMMERCIAL AIR TRANSPORTATION

C2204 COMMERCIAL AIR TRANSPORTATION

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Arrangement of official transportation through an available CTO/TMC is mandatory.*** Par. C2203-D includes reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T or GOV'T-procured transportation under this Part. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

B. Service Class

1. General. GOV'T policy is that:

a. Each traveler and/or dependent must be provided economy/coach-class airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, EVT, FVT, any R&R, FEMLE, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, par. C2000-A2) and substantiated to justify premium-class transportation.

b. Each command, traveler, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach -class accommodations.

c. The AO may authorize/approve the following:

(1) "Economy Plus/ Coach Elite /Etc. Seating". The AO must be able to determine that, at the time of travel, the additional cost of 'Economy-plus/etc.' accommodations are/were in the GOV'T's interest and/or necessary because the traveler is/was limited by a special need that other lesser-cost economy/coach accommodations cannot/could not be used to meet. ***Par. C7455-H for SPECIAL NEEDS.***

(a) This style of seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

(b) 'Economy-plus/Coach Elite etc., seating' accommodations includes any seating in economy/coach-class provided to the general public for an additional fee. ***'Economy-plus/Coach Elite/etc., seating' service may vary from airline to airline and use various names but is in the economy/coach cabin and should not be confused with premium-class travel.*** In addition to any designated 'Economy-plus, etc.' seating areas, aisle, window, exit row, or bulk-head in the economy/coach cabin may also have additional costs depending on the airline and the expenditure of additional GOV'T funds to specifically get a seat assignment in one of these seats must be authorized/approved as being in the GOV'T's interest.

(2) Advance Seat Assignment: Any advance seat assignment (not the seat 'type', but merely getting ANY reserved seat) in an airliner cabin in which the traveler is authorized/approved to travel at GOV'T expense when the airline charges an additional fee for an advance seat assignment to the general public. Having that seat assignment is to the GOV'T's advantage for official travel or when a traveler is regarded as having a special need. ***Par. C7455-H for SPECIAL NEED.***

d. A traveler who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for 'Economy-plus/Signature-seating/advance-seat-assignment' costs on legs of travel to/from personal (as opposed to official) destinations. Par. C1058.

e. First-class airline accommodations may be used at GOV'T expense only as permitted in par. C2204-B3.

- f. Business-class accommodations may be used at GOV'T expense only as permitted in par. C2204-B4.
- g. Par. C2000-A2 regarding authorizing premium-class transportation before or after travel.
- h. If an airline flight has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy airfares are available in the 'economy' cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is 'economy'.
- i. Less than minimum standards may be authorized as permitted in par. C2200.

NOTE 1: A COMMAND MUST NOT PERMIT A CTO/TMC TO ISSUE A TRAVELER A PREMIUM-CLASS TICKET WITHOUT PRIOR PROPER AUTHORIZATION.

NOTE 2: A specific justification or paragraph reference number detailed to the "specific" reason for travel must be placed on the order (par. C2000-A2) for premium-class travel (e.g., par. C2204-B4d), (representative of business-class); par. C2204-B3b (representative of first-class). APP I, Part 2, par. C and APP A, BLANKET TRAVEL AUTHORIZATION for an exception concerning a Blanket Travel Authorization amendment for premium-class transportation use.

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use

*a. First-class. The officials listed below may authorize/approve first-class air accommodations use by a traveler IAW par. C2204-A3. [DoDD 4500.09E, par. E3, Encl 3, 11 September 2007](#) for a DoD traveler.

- (1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.
 - (2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.
 - (3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. ***Re-delegation may be no lower than to the three-star major commanders.***
- b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. C2204-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approval authority, may authorize/approve business-class transportation. ***Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.*** Business-class authorization/approval authorities must obtain approval for their own business-class travel from the next higher approval authority. Par. C2000-A2.

c. Premium Class Approval Authorities.

	<u>First Class</u> *(DoDD 4500.09E)	<u>Business Class</u>
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary, may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

3. First-class Air Accommodations Use. ([OMB Bulletin 93-11, 19 April 1993](#)) The appropriate authority in par. C2204-B2a may authorize/approve first-class air accommodations when: ***NOTE: APP H, Part II, Section C, for a first-class decision support tool.***

a. Lower Class Airline Accommodations Are Not Reasonably Available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours before the traveler’s proposed departure time, or is scheduled to arrive up to 24 hours before the traveler’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the traveler’s required reporting time at a duty site, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty. When par. C2204-B3 is used to justify premium-class accommodations, the AO must ensure the order clearly annotates when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-/economy-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival/reporting time in these cases is not mission critical.

b. Par. C2000-A2c for medical reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

- (1) A traveler whose use of other than first-class accommodations would entail danger to the traveler’s life or GOV’T property.
- (2) An agent of a protective detail accompanying an individual authorized to use first-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches/ packages and business-class accommodations are not available.

d. When Required by the Mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign government’s traveling to the U.S. to consult with members of the Federal GOV’T. For DoD, the approval authority is the Director, Administration and Management, Office of the SECDEF, or as delegated by the Director. Business-class should be used if available.

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.

f. When a non-Federal source makes full payment for the transportation services in advance of travel (Joint Ethics Regulation (JER), [DoD 5500.7-R](#), at http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html). One of the preceding criteria also

must be met (par. C2204-B3a, C2204-B3b, C2204-B3c, C2204-B3d, or C2204-B3e). The order must state that transportation services have been paid in advance by a non-federal source.

g. Congressional Travel. Travel of a DoD employee accompanying a Member of Congress or an armed forces member on official travel under the authority in 31 USC §1108(g). Ch 7, Part I.

4. Business-class Accommodations Use. *(Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.) Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Premium-class authorizing/approving officials (par. C2004-B2b) must consider each request for business-class airline accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. Par. C1059 about scheduled travel and NOTE 1 in par. C1060 on rest periods. Par. C2000-A2. APP H3, Sec B, for business-class accommodations procedures/requirements.* Business-class accommodations may be authorized/approved when:

a. Space Is Not Available in Coach-Class Accommodations on Any Scheduled Flight in Time to Accomplish the Official (TDY) Travel Purpose/Mission, a Purpose/Mission that is So Urgent It Cannot Be Postponed. When “space is not available in coach-class” is used to justify premium-class accommodations, the order must clearly annotate when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business-class. (Business-class accommodations may not be provided for official travel for PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. The return flight requires coach-/economy-class accommodations if the flight is not critical and the traveler can rest before reporting back to work. Par. C2000-A2d.

b. Par. C2000-A2c for Medical Reasons.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

(1) A traveler whose use of other than business-class accommodations would entail danger to the traveler’s life or GOV’T property.

(2) Agents of protective details accompanying individuals authorized to use business-class accommodations.

(3) Couriers and control officers accompanying controlled pouches/packages.

d. When Required by the Mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign GOV’T’s traveling to the U.S. to consult with members of the Federal GOV’T. The approval authority is the Director, Administration and Management, Office of the SECDEF, or as delegated by the Director.

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. Joint Ethics Regulation (JER), [DoD 5500.7-R](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html), at http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html. The order must state that transportation services have been paid in advance by a non-federal source.

g. Coach-class Airline Accommodations on Non-U.S.-certificated Carriers do not Provide Adequate Sanitation or Meet Health Standards and Non-U.S.-certificated Air Carrier Service Use is Authorized/Approved IAW the Fly America Act. Par. C2204-C for rules governing U.S. flag carrier use.

h. Business-class Accommodations Use Would Result in an Overall Savings to the GOV’T Based on

Economic Considerations (e.g., the Avoidance of Additional Subsistence Costs, Overtime, or Lost Productive Time) that would be Incurred while Awaiting Coach-class Accommodations. An actual cost-comparison must be made and attached to the order.

i. TDY Travel is between Authorized Origin and Destination Points (at Least One of which is OCONUS), the Scheduled Flight Time (Including Non-overnight Airport Stopovers and Plane Changes) is in Excess of 14 Hours, the TDY Purpose/Mission is so Urgent It Cannot Be Delayed or Postponed, and a Rest Period Cannot be Scheduled En Route or at the TDY Site before Starting Work. NOTE 2 below.

NOTE 1: *The “length of flight (14, 20, 30, 40 hours)” is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using ‘length of flight’ to justify business-class accommodations, the business-class authorizing/ approving official must ensure the order clearly annotates when the TDY travel was identified, when travel reservations were made, and the cost difference between coach/economy-class and business-class accommodations.*

NOTE 2: *The AO must certify that the options contained in NOTE 1 in par. C1060 have been read and considered if par. C2204-B4d is placed on the order IAW par. APP I4, par. A2, item 16 (c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, RAT leave, Emergency Leave, EVT, FVT, R&R, FEML, personnel evacuation, or any other transportation.*

NOTE 3:

(1) The traveler is not eligible for business-class airline accommodations at GOV'T expense if:

(a) A ‘Stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,

(b) A Rest stop en route is authorized, or

(c) An overnight rest period occurs at the TDY location before beginning work.

(2) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.

(3) On TDY travel, the 14-hour rule (in par. C2204-B4i above) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations must be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

(4) When business-class accommodations use is authorized/approved, use of available business-class airfares provided under the contract city-pair program is mandatory.

j. Congressional Travel. Travel of a DoD employee accompanying a Member of Congress or an armed forces member on official travel under the authority in 31 USC §1108(g). Ch 7, Part I.

k. Required by Foreign GOV'T Regulations, MOU/MOA/SOFA. Travel of personnel employed by a foreign government if required by the foreign country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the U.S. GOV'T's interest.

5. Documentation Requirements. APP H for document requirements/procedures.

a. Travel Order. Par. C2000-A2a.

b. Travel Certification. A traveler must certify on the order, or by attachment to the order justification(s) for the use of premium-class airline accommodations. ***Premium-class transportation accommodations use is limited to those circumstances listed in pars. C2204-B3 and C2204-B4.*** Specific /approval, including which of the specific conditions were met, and the cost difference between first-class and coach-class, must be attached to, or stated on, the order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the traveler must certify these circumstances on the attachment to the order. In the absence of specific authorization/approval from an authority designated in par. C2204-B2, the traveler is financially responsible for additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the traveler was eligible.

C. U.S.-certificated Air Carrier Use

NOTE 1: The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated flag air carrier may be authorized or approved (GSBCA 16632-RELO, 15 July 2005)).

NOTE 2: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to uniformed Service members (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employees, or their dependents. Uniformed Service members, DoD civilian employees and dependents are required to use available U.S.-certificated carriers for all commercial air transportation as indicated in par. C2204 (FTR §301-10.135).

1. Requirements. Available U.S.-certificated air carriers must be used for all commercial air transportation of persons/property when the U.S. GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). Except as provided in par. C2204-C3, U.S.-certificated air carrier service is available if:

- a. The carrier performs the required commercial air transportation, and
- b. The service accomplishes the mission, even though:
 - (1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less,
 - (2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,
 - (3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or
 - (4) The only U.S.-certificated air carrier service available between points in the CONUS or non-foreign OCONUS location and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (a brief non-work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) ([56 Comp. Gen 629 \(1977\)](#)).

NOTE: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the U.S.-certificated air carrier flight number must be used on the ticket. If the non-U.S.-certificated air carrier flight number is used on the ticket, the ticket is on a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

2. Exceptions. When one of the following exceptions exists, U.S.-certificated air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. GOV'T and another country's government are parties, and which the Department of Transportation has determined meets the 'Fly America' Act requirements.
- b. No U.S.-certificated air carrier provides service on a particular route leg, in which case non-U.S.-certificated air carrier service may be used, but only to/from the nearest interchange point on a usually traveled route to connect with U.S.-certificated air carrier service.
- c. A U.S.-certificated air carrier involuntarily reroutes a traveler's travel on a non-U.S.-certificated air carrier; (if the traveler is given a choice as to substitute service, a U.S.-certificated air carrier should be selected if it does not unduly delay the travel) ([59 Comp. Gen. 223 \(1980\)](#)).
- d. Non-U.S.-certificated air carrier service would be three or fewer hours, and U.S.-certificated air carrier use would at least double en route travel time.
- e. Air transportation on a non-U.S.-certificated flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); ***NOTE: Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DoD 5105.38-M, when travel is on Security Assistance Business.***
- f. If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.
- g. If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S.-certificated air carrier must be used on every route portion in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:
- (1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or
 - (2) Extend travel time by at least 6 hours or more; or
 - (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
- h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Non-U.S.-certificated air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).
- NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against a U.S.-certificated air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of non-U.S.-certificated (foreign) air carrier use based on a threat against GOV'T employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***
- k. Only first class accommodations can be furnished by a U.S.-certificated air carrier, but less than first-class accommodations are available on a non-U.S.-certificated air carrier ([60 Comp. Gen. 34 \(1980\)](#)).

l. The total delay, including delay travel initiation from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-U.S.-certificated service was used ([56 Comp. Gen. 216 \(1977\)](#)).

m. The only U.S.-certificated air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-U.S.-certificated carrier is available that does not require travel at those hours (the traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier) ([56 Comp. Gen. 629 \(1977\)](#)).

n. The traveler's transportation is paid for in full by a non-Federal source IAW the Joint Ethics Regulation (JER), [DoD 5500.7-R](#), at http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html.

3. Non-availability Documentation. When the AO determines U.S.-certificated air carriers are unavailable, commercial non-U.S.-certificated air transportation may be authorized/approved. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler. Endorsements on the order and/or GOV'T travel procurement document, made IAW Service regulations, are acceptable. The documentation should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification number(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S.-certificated air carrier use must be selected. Schedule selection is made using the following guidelines. When:

- (1) U.S.-certificated air carrier service is available at origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;
- (2) U.S.-certificated air carrier service is not available at origin or an interchange point, non-U.S.-certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S.-certificated air carrier;
- (3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S.-certificated air between the U.S. and another continent, the travel should be rerouted so that available U.S.-certificated air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. C2204-C4a. when selecting a schedule.

Example

Assuming there are no constraints on the departure/arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, has a choice of the following four schedules (*schedules are for illustrative purposes only and do not reflect actual airline schedules*):

<u>Schedule I</u>				<u>Schedule II</u>			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0830	Non-U.S.	Depart:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Depart:	Frankfurt	1325	Non-U.S.	Depart:	Rome	1650	Non-U.S.
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
<u>Schedule III</u>				<u>Schedule IV</u>			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0800	U.S.	Depart:	Ankara	1130	Non-U.S.
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Depart:	Istanbul	1430	U.S.	Depart:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Depart:	Frankfurt	1650/2120	Non-U.S.	Depart:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. C2204-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service. Schedule III provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S.-certificated air carriers than does schedule I. [55 Comp. Gen. 1230 \(1976\)](#).

5. Reimbursement. *There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated air carrier service is used.* If U.S.-certificated air carrier service is available for an entire trip and the traveler uses a non-U.S.-certificated air carrier for any part or the entire trip, the transportation cost on the non-U.S.-certificated air carrier is not payable ([41 CFR §301-10.143](#)).

D. Carrying Dangerous Weapons Aboard a Commercial Aircraft. When compatible with the mission, any person in DoD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier must confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person must present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon must conform to the regulations of the separate departments.

PAGE LEFT BLANK INTENTIONALLY

CHAPTER 4

EMPLOYEE TRAVEL

Paragraph Contents

PART A: TDY TRAVEL

C4405	JUSTIFICATION
C4410	WHAT CONSTITUTES TDY TRAVEL
C4415	TDY ASSIGNMENT SELECTIONS
C4420	ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS
	A. Advance Notice
	B. Clearances
	C. Employee Requirements
	D. Other Requirements
C4425	ITINERARY VARIATION
	A. Variation Authorized in the Order
	B. Variation Not Authorized in the Order
C4430	TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)
	A. General
	B. 180 Consecutive Day Time Limitation
	C. TDY Periods in Excess of 180 Consecutive Days
	D. Temporary Change of Station (TCS) instead of an Extended TDY
	E. Taxation of Reimbursable TDY Allowances
C4435	TDY PRIOR TO REPORTING TO FIRST PDS
C4440	AUTHORIZED TDY TRAVEL WHILE ON LEAVE
	A. General
	B. TDY at Leave Point
	C. TDY at other than Leave Point
C4445	ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION
C4450	OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS
C4460	TDY ASSIGNMENTS TO A SUBMARINE
C4465	ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS
C4470	TDY ASSIGNMENT ABANDONED OR NOT COMPLETED
C4475	TDY DEPARTURE FROM/RETURN TO DEPENDENTS' RESIDENCE
	A. Authorization/Approval
	B. Starting/Ending Travel
	C. Cost
	D. Example
C4480	POC TRAVEL TO AND FROM A CARRIER TERMINAL

Paragraph Contents**PART B: PER DIEM ALLOWANCES**

C4550 PER DIEM RATE

- A. General
- B. Responsibility for Authorizing/Approving a Per Diem Rate
- C. Authorizing a Reduced Per Diem Rate
- D. Offices Designated to Authorize Decreased Per Diem Rate
- E. Offices Designated to Receive Reduced Per Diem Requests
- F. Standard CONUS Per Diem Rate

C4551 PER DIEM RATE REVIEW

- A. General
- B. Final Submission Process

C4552 GENERAL RULES REGARDING PER DIEM

- A. Per Diem Beginning and Ending
- B. Restriction in Establishing PDS
- C. Per Diem at the PDS
- D. TDY at Nearby Places Outside the PDS
- E. Dependents Accompanying an Employee on TDY
- F. Travel of 12 or Fewer Hours (12-Hour Rule)
- G. Per Diem Relationship to Overseas Post Differential
- H. Lodging and/or Meals Obtained under Contract
- I. Personnel Traveling Together
- J. Meeting and Convention
- K. Employee Dies or is in a Missing Status while in a Travel Status

C4553 ‘LODGINGS-PLUS’ PER DIEM METHOD COMPUTATION

- A. General
- B. Maximum Per Diem Rate
- C. Per Diem Elements
- D. Computation
- E. Computing Per Diem when Crossing the International Dateline (IDL)
- F. Mixed Travel Reimbursement

C4554 PER DIEM RULES CONCERNING MEALS

- A. M&IE Rate Determination
- B. Deductible Meal
- C. TDY Performed in Support of a Military Unit on Field Duty
- D. Meals Provided by a Common Carrier or Complimentary Meals Provided at a Lodging Establishment

C4555 RULES CONCERNING LODGING AND LODGING COST

- A. Lodging Location Rules
- B. Allowable Lodging Expenses
- C. Lodging Obtained after Midnight
- D. Allowable Expenses when an Apartment, House, or Recreational Vehicle is Rented or Used for Lodgings
- E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings
- F. Dual Lodging Reimbursement on a Single Day
- G. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis
- H. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement

<u>Paragraph</u>	<u>Contents</u>
	I. Double Occupancy
	J. Lodging Tax
C4556	LODGING AND MEALS PROVIDED WITHOUT COST
C4558	PER DIEM FOR TRAVEL BY SHIP
	A. General
	B. GOV'T Ship
	C. Commercial Ship
	D. POC Travel Involving a Car Ferry
C4559	RECREATIONAL VEHICLE USE FOR LODGING
	A. Privately Owned
	B. Rented Recreational Vehicle
C4560	LODGING WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS
C4562	PER DIEM FOR A CONSULTANT, AN EXPERT, AND/OR A PRIVATE INDIVIDUAL TRAVELING WORLDWIDE
	A. General
	B. Travel Expenses Paid from a Non-Federal Source
	C. Consultants and Experts Employed on an Intermittent Basis
	D. Private Individuals Serving without Compensation
	E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation
C4563	EFFECT OF ABSENCE ON PER DIEM PAYMENT
	A. Absence Due to Illness or Injury
	B. Detained in Quarantine
	C. Leave and Non-workday
	D. Return to PDS on Non-workday
	E. Travel on Non-workday to Location other than PDS
	F. Delay in Returning to PDS
	G. Permanent Duty Travel
C4564	EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED
	A. Absent from PDS for Personal Reasons
	B. TDY Required at Leave Location
	C. TDY at Various Places, Including Return to PDS
	D. TDY at Various Places Not Involving Return to PDS
	E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted Due to Recall to PDS
	F. Leave Interrupted for TDY, Employees Not Allowed to Resume Leave Status
	G. TDY Directed at Leave Status Termination
	H. TDY Order Cancellation after Travel Commencement and while on Authorized Leave
C4565	PER DIEM COMPUTATION EXAMPLES
	A. Lodging Tax
	B. Mileage Rates
	C. Per Diem Rates
	D. Examples
C4566	QUICK REFERENCE TABLES – PER DIEM AUTHORITY
C4567	PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN

Paragraph Contents**INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN
OCONUS LOCATION**

- A. Purpose
- B. 'Lodgings-Plus' Per Diem Method Applicability to an Evacuated Employee/Dependent
- C. Per Diem Computations

PART C: AEA

- C4600 GENERAL**
- C4602 JUSTIFICATION**
 - A. Authorization/Approval
 - B. Reasons for authorizing/approving AEA
- C4604 AUTHORITY/APPROVAL**
 - A. General
 - B. AEA
- C4606 LIMITATIONS**
 - A. Conditions
 - B. Personal Preference/Convenience
- C4608 TDY ASSIGNMENT THAT MAY WARRANT AEA AUTHORIZATION/ APPROVAL**
 - A. Examples
 - B. Travel with Certain Dignitaries
- C4610 EXPENSES**
 - A. Expenses Allowed
 - B. Expenses Not Allowed
- C4620 OVER 300% MAXIMUM AEA**
- C4622 REIMBURSEMENT**
 - A. Limitations
 - B. IE
 - C. M&IE Paid on a Per Diem Basis
 - D. Lodging and/or Meals Obtained under Contract
 - E. Itemization
- C4624 AEA COMPUTATION**
 - A. General
 - B. Meals Available under Special Arrangements
 - C. Averaging Expenses
 - D. Mixed Travel (Per Diem and Actual Expense)
- C4626 COMPUTATION EXAMPLES**

PART D: TRAINING COURSE ATTENDANCE

- C4630 ALLOWANCES**
 - A. General
 - B. In the PDS Area
 - C. Conference/Training at the PDS as Training Expenses

Paragraph Contents**C4635 DEPENDENTS AND HHG TRANSPORTATION**

- A. Allowances Authorized
- B. Allowances Not Authorized
- C. Activity or Command Responsibility

C4640 NO RETURN TO OLD PDS

- A. Dependent and HHG Transportation
- B. MALT Reimbursement
- C. Real Estate Transactions

C4645 INTERN AND/OR TRAINEE

- A. Determining Move Type
- B. Applicability

C4650 TRANSPORTATION AND PER DIEM OR AEA**C4655 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT****C4660 PER DIEM FOR TRAINING ASSIGNMENT**

- A. General
- B. Rates for Specific Training Courses

PART E: RETURN TO PDS DURING TDY

C4675 ORDER

- A. Authorized Return
- B. Voluntary Return

C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

- A. General
- B. Required Return Conditions

C4677 VOLUNTARY RETURN TO PDS

- A. General
- B. Examples

C4678 RETURN TO PDS DURING EXTENDED TDY

- A. General
- B. Authorized Return

C4679 LODGING RETAINED AT TDY LOCATION

- A. Lodging Retained at TDY Location during Voluntary or Required Return
- B. Lodging Retained at TDY Location during Authorized Return – Lodgings Plus

PART F: OCCASIONAL MEALS AND/OR LODGING

C4710 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING (FTR §301-11.1)

PART G: INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS

- C4715** **ITRA FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1993 AND THEREAFTER (FTR §301-11, Subparts E and F)**
- A. Purpose
 - B. Reimbursement
 - C. Reimbursement Limitations

***PART H: RESERVED (MOVED TO CH 7, PARTS R THROUGH V)**

- *C4975** **SEE PAR. C7905**
- *C4976** **SEE PAR. C7910**
- *C4977** **SEE PAR. C7915**
- *C4978** **SEE PAR. C7920**
- *C4979** **SEE PAR. C7925**

PART I: REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AOR

- C4990** **DEFINITIONS**
- A. Combatant Command AOR
 - B. Joint Task Force (JTF)
 - C. Operational Deployment
 - D. Exercises
 - E. TDY Options

PART B: PER DIEM

C4550 PER DIEM RATE

A. General. Per diem prescribed in this Part is applicable for all TDY periods, except when an AEA, authorized under Part C, applies, and for all PDT periods. *The per diem rate is determined based on the traveler's TDY location, not the lodging location.* Par. C4555-A if neither GOV'T QTRS nor commercial lodging is available at the TDY location.

NOTE: *When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the reservation, station or other established area front gate location. Refer to the U.S. Census Bureau website <http://quickfacts.census.gov/cgi-bin/qfd/lookup> which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. Par. C4550-F3 for the current Standard CONUS per diem rate.*

B. Responsibility for Authorizing/Approving a Per Diem Rate. Each DoD Component head, or a designee, is responsible to ensure per diem for a traveler is sufficient to meet the necessary subsistence expenses for the official travel. *Allowances in excess of need must be avoided.* The per diem allowances prescribed in this Part are the maximums allowable. Par. C4550-C for information about requesting a reduced per diem rate. To avoid an excessive authorized/approved amount (beyond the amount needed), consideration must be given to the following factors that tend to reduce an employee's necessary expenses:

1. Actual arrangements or established cost experience at a TDY location showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly to which repetitive travel or extended stays are involved;
4. GOV'T-furnished lodging availability, such as GOV'T QTRS, or other lodging procured for the employee using a purchase order (par. C4552-H).

C. Authorizing a Reduced Per Diem Rate. When it can be determined factually that a per diem rate prescribed in this Part is in excess of need for a particular duty assignment because of known lodging and/or meal costs reductions resulting from pre-arrangement, special discounts, or other reasons (par. C4550-B), the AO should seek authority to prescribe a reduced per diem lower than the applicable rate prescribed in this Part. *Such authority must be requested and authorized prior to the travel.* The rate must be less than the locality per diem rate. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, the appropriate office listed in par. C4550-E sends a lower per diem rate authorization to the requesting official. The reduced per diem rate does not apply to any day the employee is traveling. *The authorized reduced per diem rate must be stated on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the original order was issued).* *Except as indicated in pars. C4554-D and C4558-C, a DoD COMPONENT head (APP A) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.*

D. Offices Designated to Authorize Decreased Per Diem Rate. A DoD Component head may authorize (in

advance) zero per diem or per diem rates in lesser amounts than those in <http://www.defensetravel.dod.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD Component concerned and may not be re-delegated. In the absence of a reduced or no per diem authority on the order before travel begins (or part of an order amendment covering a prospective period after the order modification), an order, modified after the fact prescribing per diem different from those in <http://www.defensetravel.dod.mil/perdiem/pdrates.html> are without effect. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS.

NOTE: An increase to the zero or reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis based on the reduced per diem rate (e.g., 150% of the reduced per diem rate) under par. C4600.

E. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to the offices listed in pars. C4550-E1 through E4:

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-EPD, Hoffman Building 1, Room 148, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001;
2. Navy and Marine Corps: Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072;
3. Air Force: HQ USAF/A1PA, 2221 South Clark Street, Crystal Plaza 6, Ste 500, Arlington, VA 22202-3745;
4. OSD/WHS/Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](#).
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
3. Effective 1 October 2009, the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$70	\$46	\$116

C4551 PER DIEM RATE REVIEW

A. General. When a traveler, command, or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. C4551-B via (1) the appropriate Service/AGENCY channels and (2) the applicable department/office listed below:

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-EPD, Hoffman Building 1, Room 148, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1PA, 2221 South Clark Street, Crystal Plaza 6, Ste 500, Arlington, VA 22202-3745.
5. OSD/WHS/Defense Agencies - DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

NOTE: Ch 4, Part C to cover one-time necessary expenses in excess of the prescribed per diem rate.

B. Final Submission Process. The Service/AGENCY determines the survey request is valid (depending on the location in question along with other factors) and then may submit the request to:

CONUS Locations
General Services Administration
Office of Governmentwide Policy
Travel Management Policy (MTT)
1800 F Street NW, Room G-219
Washington, DC 20405-0001
Or Jill.denning@gsa.gov

Non-Foreign OCONUS Locations
**Per Diem, Travel and
Transportation Allowance
Committee (PDTATAC)**
ATTN: Allowances Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

Foreign OCONUS Locations
Department of State
Director of Allowances
State Annex 1, Room L314
Washington, DC 20522-0103

C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction in Establishing PDS. *Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).*

C. Per Diem at the PDS

1. Per Diem Not Allowed

- a. Per diem cannot be authorized or paid within the PDS limits (APP A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D.
- b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.
- c. Non-payment of per diem applies even if the traveler vacated the permanent dwelling at the old PDS and lodged in temporary lodgings during the TDY period.

2. Per Diem Allowed

- a. After PCS. An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS ([B-161267, 30 August 1967](#)).
Example. An employee departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.
- b. During TDY. Per diem at the PDS must be paid if an employee's travel status is uninterrupted by a

brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), **and** the employee is in transit from one TDY site to another ([GSBCA 16144-TRAV, 14 November 2003](#)).

D. TDY at Nearby Places outside the PDS. Per diem is not authorized when an employee performs TDY in the vicinity of, but outside, the PDS, unless overnight lodging is required. If the travel period is more than 12 consecutive hours (par. C4552-F), the AO may authorize per diem if overnight lodging is required.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). ***Per diem is not allowed when the official travel period is 12 or fewer hours.*** This also applies to PDT. For TDY travel, the prohibition applies if the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or non-foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for differential payment under pertinent regulation provisions while on the detail or TDY, per diem payment is authorized concurrent with differential payment.

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the GOV'T for the employee's lodging, meals, and IE is NTE the applicable per diem rate authorized in Ch 4, Part B. Par. C4655 for a training course exception. Ch 4, Part C for AEA information. ***NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy"*** ([GSBCA 15890-TRAV, 29 July 2003](#)).

I. Personnel Traveling Together. 'Personnel traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the travelers' order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers. ***No per diem is payable on days travelers travel when the order directs limited or no reimbursement for personnel traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. A civilian employee pays the food cost and operating expense and is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with limited or no reimbursement must never be done simply to save travel funds.***

J. Meeting and Convention. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged that involves the attendee' travel from other DoD Components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. APP R regarding attendance at a meeting and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. Per diem terminates at the end of the calendar day for on which the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGINGS-PLUS' PER DIEM METHOD COMPUTATION

NOTE: The 75% rule must be applied to the M&IE rate on the first and last travel days when computing per diem using 'Lodgings-Plus' Computation.

A. General. Per diem for all official travel, including PCS, must be computed under the 'Lodgings-Plus' method except when:

1. A reduced per diem rate is authorized for the TDY under par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4558 for travel by ship applies;
4. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
5. Per diem is not payable as indicated in par. C4554- C when TDY is performed in support of a military unit while on field duty;
6. A per diem prescribed in par. C4562 for a consultant, expert, and private individual (including an ROTC member) applies; or
7. An AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodgings-Plus' computation method, the per diem for each travel day is the actual amount the traveler pays for lodgings NTE the locality lodging ceiling, plus M&IE; the total of which may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B through F apply in the specific situations described.

B. Maximum Per Diem Rate

1. Rates. The General Services Administration, Department of Defense, and State are responsible for travel [per diem rates](#). The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the CONUS [per diem rates](#) (par. C4550-F3). Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
2. Per Diem when the TDY Location Is a Reservation, Station, Other Established Area, or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the [per diem rate](#) is the locality rate specified for the reservation, station or other established area. When the location (reservation, station or other established area) is not specified, the [per diem rate](#) is the rate applicable to the front gate location for the reservation, station or other established area.

C. Per Diem Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount. ***Receipts for lodging are required (par. C1310).***

NOTE: The locality per diem [lodging ceiling](#) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

2. M&IE Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without expense itemization or receipts. Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days.

NOTE: The cost for clothing laundry, dry cleaning and pressing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry/dry cleaning/pressing clothing is not a separate reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for OCONUS travel.

D. Computation

1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When the entire trip for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, M&IE of 75% of the M&IE rate for the TDY location is paid for each travel day. No meals deduction is made. If more than one TDY point is involved and lodging is not required, the highest M&IE rate prescribed for any of the TDY locations is used (e.g., 15-hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2). Par. C4565, Example 4. Use the school location M&IE rate for student dependent travel instead of a TDY location M&IE rate (par. C5120-C, Example 1). If lodging is required, the rules in par. C4553-D2 for travel of more than 24 hours apply.

NOTE: Per diem payment authorized by par. C4553-D1a may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §162-2(a); verify possible state and local implications).

2. Travel of More than 24 Hours. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required (and the traveler is still en route), the applicable per diem rate is the TDY location per diem rate, or a stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations. Par. C4553-B for maximum per diem rates and par. C4555-A for lodging location. ***Only one per diem rate can be applicable to a calendar day.*** Pars. C4553-D2a through C4553-D2d; C4555-C (lodging obtained after midnight), and C4558-C (travel by commercial ship) apply in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

NOTE: This is the departure day from the PDS, home, or other authorized point.

(1) Lodging Required. When lodging is required on the day travel begins, the per diem is the actual lodging cost incurred by the traveler, NTE the stopover point or TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies. ***NOTE: Lodging reimbursement at the destination (e.g., the school location) is not allowed for a student dependent and the school location M&IE applies for the arrival day.***

(2) Lodging Not Required. When lodging is not required on the day travel begins, the per diem is the next destination (TDY/stopover point) M&IE rate. For student dependent travel, the school location M&IE rate applies.

b. Full Calendar Travel Days

(1) Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination, the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling (***NOTE: The destination (e.g., the school location) lodging cost is not allowed for a student dependent.***), plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem is the next destination (TDY/stopover point) M&IE rate to which the traveler is traveling or the last TDY location if en route to the PDS.

c. Returning from Travel

(1) Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning to the PDS, home, or other authorized point, the per diem is the actual lodging cost, NTE the applicable stopover point or TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.

(2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem is the M&IE rate applicable to the preceding calendar day (for a student dependent, the rate applicable to the preceding calendar day is the M&IE rate for the student dependent's school location unless lodging en route was required).

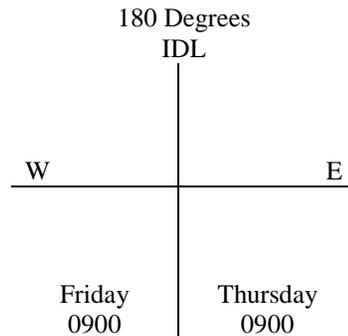
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required. Par. C4553-D2d. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodgings are required.

Example	
1 September	Depart PDS
1 September	Arrive TDY A (\$50 M&IE)
10 September	Depart TDY A
10 September	Arrive TDY B (\$60 M&IE)
10 September	Depart TDY B
10 September	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep.	

(4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves lodging on that day, the lodging allowance is based on the locality rate, or AEA if appropriate, for the en route stopover (i.e., a location at which the traveler remained overnight) site.

d. Departure Day from and Return Day to the PDS. The applicable [M&IE rate](#) is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY. For student dependent travel, the school location M&IE applies. ***The GMR, PMR, \$3.50 IE, or reduced per diem rate do not apply on days of departure or return to PDS. If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate.***

E. Computing Per Diem when Crossing the International Dateline (IDL). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL.



Par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to per diem payment under the 'Lodgings-Plus' computation method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When AEA reimbursement for certain travel days is intermittent with the per diem method used for other days, par. C4624-D governs.

C4554 PER DIEM RULES CONCERNING MEALS

A. M&IE Rate Determination

1. Full Day

a. CONUS. The

- (1) Applicable locality per diem rate,
- (2) Standard GMR, plus \$5 for IE on any day the AO specifies the GMR rate, or
- (3) PMR, plus \$5 for IE on any day the AO specifies the PMR rate.

b. OCONUS. The

- (1) Applicable locality per diem rate, (plus the locality IE rate or \$3.50 if the AO determines \$3.50 to be adequate for anticipated expenses (NOTE below on IE));
- (2) Standard GMR for meals in a GOV'T dining facility/mess plus the IE rate (NOTE below) on any day the AO specifies the GMR rate, or;
- (3) PMR plus the IE rate (NOTE below) on any day the AO specifies the PMR rate.

NOTE: The IE rate OCONUS is the applicable locality per diem rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. Regardless of at what location the traveler is lodged, the \$3.50 must be stated on the order for it to be paid for travel beginning on or after 1 July 2009. The \$3.50 IE rate does not apply on any day the employee is traveling.

c. Joint Task Force (JTF) Operations. Ch 4, Part I.

NOTE: For training and deployments the AO may specify the GMR or PMR based on GOV'T dining facility/mess availability. The AO may only specify the GMR when all 3 meals on a given day are available. The AO may only specify the PMR when at least one meal a day is available. A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the GOV'T dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on an interim travel day.

2. Partial Days. On the days of departure from and return to the PDS, the GM, PMR, \$3.50 IE, or reduced per diem rate do not apply.

3. Schoolhouse Training (Formal Courses of Instruction). The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to order issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

B. Deductible Meal

1. The PMR in par. C4554-A applies on any day when one or two deductible meals is/are provided. APP R2, par. J. The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.

2. A deductible meal is a meal:

a. Made available pursuant to an agreement between a DoD COMPONENT or AGENCY and any organization, if the order indicates the facility providing the meal(s) is available;

b. Included in a registration fee ultimately paid by the GOV'T;

c. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;

d. Furnished by the GOV'T at no cost to the traveler;

e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or

f. Provided by a lodging establishment when the meal(s) is/are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an AGENCY arranges for lodging at a conference and the cost of one or more meals is included in the lodging cost). ***NOTE:*** A negotiated rate should fall either within the locality lodging ceiling, or if a conference lodging ceiling has been declared (APP R) within the conference lodging ceiling. If the negotiated rate exceeds the locality (or conference) lodging ceiling, an AEA should be provided to cover the higher lodging cost that includes the meal(s).

NOTE: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.

3. The following is not a deductible meal:

a. Box lunch (to include such things as C Rations, K Rations, MREs) -- except when an MRE and/or a box

lunch is the *only method* of providing adequate subsistence to a traveler. ***NOTE: Ch 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force AOR,***

- b. In-flight meal,
- c. Rations furnished by the GOV'T on military aircraft,
- d. GOV'T meal paid for by the traveler and consumed in a GOV'T dining facility/mess,
- e. Meal furnished on commercial aircraft,
- f. Meal provided by private individuals, or
- g. Meal provided by a lodging establishment on a complimentary basis without adding a charge for the meal in the lodging cost (ex., lodging cost \$75 with or without breakfast).

NOTE: If all three meals are deductible and provided/consumed at no cost to the traveler only the IE for that day (\$5 in CONUS; or the locality IE or \$3.50 OCONUS) are payable.

- 4. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the traveler:
 - a. is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may require substantiating documentation from the appropriate professional authority), and
 - b. attempted to make, but was unable to make, alternative meal arrangements for a substitute meal, and
 - c. must purchase a meal that satisfies the medical requirements or religious beliefs.

The AO may authorize/approve the locality meal rate or PMR, as applicable, when the traveler is unable to eat the deductible meal due to mission.

C. TDY Performed in Support of a Military Unit on Field Duty. No per diem is payable to a civilian employee under a civilian order who, as part of assigned duties, accompanies a military unit on field duty, or provides noncombatant support to a military unit (APP A). The per diem payment prohibition applies when both GOV'T dining facility/mess, including field rations (even though the employee is assessed a charge for that meal(s)) and GOV'T-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a GOV'T dining facility/mess (including field rations). Reimbursement is authorized for any charges incurred for meals or lodging cost necessarily procured during the TDY assignment.

D. Meals Provided by a Common Carrier or Complimentary Meals Provided at a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided at a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. Pars. C4554-B2e and C4554-B2f when a charge for meals is added to the lodging cost.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

NOTE: In CONUS, per diem locations are defined ordinarily by counties, not just cities.

- 1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate for personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.
- 2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be

obtained in an adjacent locality at which the prescribed maximum per diem rate is higher, a DoD Component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. An official traveler is reimbursed for actual lodging costs NTE the maximum lodging amount for the TDY locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1, C4551-B2, C4551-B3, and C4555-B4.

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotel, motel, boarding house, etc.), the allowable lodging expense is based on the single room rate for the lodging used. Par. C4555-II for double occupancy. Par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.

2. GOV'T QTRS. A fee or service charge paid for GOV'T QTRS use is an allowable lodging expense. Reimbursement to the traveler for GOV'T QTRS use may not exceed the maximum locality lodging ceiling.

3. Lodging with a Friend or Relative (FTR §301-11-12 (c)). ***Lodging cost reimbursement is not ordinarily authorized when staying with a friend or relative.*** When an official traveler lodges with a friend or relative - with or without charge - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. ***The Service/AGENCY cannot direct the official traveler to lodge with a friend or relative.*** A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

The lodging reimbursement examples below apply for official travel including as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the official traveler has the option to stay with a friend or relative. The official traveler is not reimbursed the cost of comparable conventional lodging in the area or a flat 'token' amount.

Example 1: A civilian employee (extended TDY) and a member (short-term TDY), each traveling under an official TDY order to Location A, reside together with family members who live at/ near Location A during the TDY. They commute daily to the TDY location. The DoD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement (par. U4129-E).

Example 2: A DoD civilian employee is TDY (training) to Location A and stays in commercial lodging. A family member later joins the employee at personal expense. The traveler is authorized NTE the single room rate and room tax if applicable. Par. C4430, if the civilian employee's TDY duration exceeds 30 days.

The traveler must be counseled on required document substantiation and responsibility to support lodging cost reimbursement when staying with friend(s) and family.

NOTE 1: If the friend or relative is in the business of renting on a regular basis the lodgings involved - for example, if that individual is operating a hotel or apartment house - the "friends or relatives" provision does not apply (GSBCA 14398-TRAV, 24 Feb 1998).

NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS at which the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence (GSBCA 15600-TRAV, 7 March 2002).

NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida, lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was

approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBICA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBICA also indicated that for the first and last TDY days, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last day is authorized at the full rate. Adopted from [GSBICA 16652-TRAV, 26 August 2005](#).

4. Lodging in Non-conventional Facilities. The cost of non-conventional commercial lodging facilities is allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DoD Component.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 (midnight) of that day.

D. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodgings. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as lodgings, per diem is computed IAW par. C4553, and par. C4559 when a recreational vehicle is used for lodging. Allowable lodging expenses are ([50 Comp. Gen. 647 \(1971\)](#) and [52 id. 730 \(1973\)](#)):

1. Apartment, house, or recreational vehicle rent (par. C4559-B);
2. Parking space rental for the recreational vehicle;
3. Appropriate and necessary furniture rent, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

NOTE 1: *Some rental agreements (i.e., furniture rental agreements) include options-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the contract term end. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the GOV'T by the traveler if paid to the traveler as part of the travel claim settlement ([B-259520, 7 December 1995](#)).*

NOTE 2: *An employee who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been ([GSBICA 16699-TRAV, 17 August 2005](#)).*

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;

8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. APP G for official communications.*);
9. Special user fee costs such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in a hotel/motel room price in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a traveler to use timeshare lodgings at the TDY point ([B-254626, 17 February 1994](#)).

In determining the daily amount of expense items that do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

1. Mortgage interest,
2. Property tax, and
3. Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, and sewer charges

prorated based on the number of days in the month rather than by the actual number of days the employee occupied the residence ([57 Comp. Gen. 147 \(1977\)](#)). *In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (Ch 4, Part C) is authorized/approved. Par. C4555-G does not apply when the residence is purchased.*

NOTE: An employee who purchases and occupies a residence at the TDY location may not be reimbursed for any cost associated with the rental, purchase or shipment of furniture.

F. Dual Lodging Reimbursement on a Single Day

1. Per Diem Basis. When the AO determines it necessary for a traveler to retain lodgings at one TDY location (Location A) for other than personal convenience and procure lodgings at a second TDY location (Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) at which the traveler remained overnight is used for computing the traveler's per diem for TDY at that location (Location B) for that day.
2. AO Considerations. The AO must verify that the traveler acted reasonably and prudently. Considerations for dual lodging reimbursement include:
 - a. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control ([60 Comp. Gen. 630 \(1981\)](#));
 - b. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) ([GSBCA 15321-TRAV 26 October 2000](#); [GSBCA 15482-TRAV 18 October 2001](#)); and
 - c. Practicality of checking out ([B-257670, 10 January 1995](#)).
3. Reimbursable Expense for Lodging. The lodging cost incurred at the first location (Location A) is reimbursable as a reimbursable expense (APP G), if approved by the AO ([60 Comp. Gen. 630 \(1981\)](#)).
4. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the amount of per diem or AEA plus lodging tax that would have been paid had the traveler remained at

Location A overnight. Receipts are required for dual lodging claims.

5. **Limitation.** *Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel.* Dual lodging must be approved after the fact by an amended order or by the approving official on the travel voucher. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process.

6. **Long-term Dual Lodgings Occupancy.** *Long-term reimbursement for dual lodging is not permitted and an order may not contain such a provision.*

7. **Example.** An order is prepared for TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. *Using par. C4555-F to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized. The known TDY locations must be named in the order.*

Example 1
A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while TDY in Location B and authorized/approved the \$45 daily apartment cost as a reimbursable expense (APP G). The lodging cost incurred in Location B (\$95/day) was used for computing the traveler's per diem while TDY in that location.
Applicable per diem rates as used in this example:
Location A (\$130/ \$46) Location B (\$119/ \$46)
Location A apartment reimbursement for 5 days: \$225 (\$45/day x 5 days)
TDY assignment per diem in Location B:
First day (departure day from Location A and arrival day in Location B): \$95 (lodging cost) + \$46 (M&IE) = \$141/day plus lodging tax (NOTE)
Second thru fifth day: \$95 (lodging cost) + \$46 (M&IE) = \$141/day x 4 days = \$564 plus lodging tax (NOTE)
Return day to Location A: \$45 (lodging cost) + \$46 (M&IE) = \$91

Example 2
A traveler occupied GOV'T QTRS while on a training assignment at a U.S. INSTALLATION in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T QTRS (daily cost \$25) while on the 3-day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/approved the cost of those QTRS as a reimbursable expense (APP G). The lodging costs (\$110/day) incurred in Location D was used to determine the traveler's per diem while on TDY in that city.
Applicable per diem rates as used in this example:
Location C (\$109/ \$38) Location D (\$130/ \$46)
GOV'T QTRS reimbursement for 3 days: \$75 (\$25/day x 3 days).
TDY assignment per diem in Location D:
First day (departure day from Location C and arrival day in Location D): \$110 (lodging cost) + \$46 (M&IE) = \$156/day plus lodging tax (NOTE)
Second and third day: \$110 (lodging cost) + \$46 (M&IE) = \$156/day x 2 days = \$312 plus lodging tax (NOTE)
Return day to Location C: \$25 (lodging cost) + \$38 (M&IE) = \$63
NOTE: <i>Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.</i>

G. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis. When a traveler obtains lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem ([62 Comp. Gen. 63 \(1982\)](#)).

This computation presumes that the traveler acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodgings at a daily rate. ***NOTE: This does not apply when a residence is purchased. Par. C4555-E.***

Example
1. A traveler is TDY at a location at which the per diem is \$116 (\$70/ \$46).
2. The traveler obtains lodgings on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. The daily lodging cost per month is \$30 (\$900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging cost for the traveler during June is computed to be \$45/day (\$900/month/20 eligible days/ month). Since the \$45/day lodging cost does not exceed the authorized \$70/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June.

H. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement. APP G for lodging cost reimbursement when TDY is curtailed, canceled or interrupted for official purposes.

I. Double Occupancy. For double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. Otherwise, the official traveler is allowed the single room rate. ***The official traveler must provide the single room rate.***

J. Lodging Tax. Unless exempted by the State or local jurisdiction, an employee, paying for lodging with the GOV'T reimbursing the employee, is required to pay applicable lodging tax while traveling on GOV'T business. Exemptions from tax for a Federal traveler and the form required to claim the exemption vary from location to location. The [GSA Travel Homepage \(www.gsa.gov/statetaxforms\)](http://www.gsa.gov/statetaxforms) lists jurisdictions in which [lodging tax-exemption](#) may be offered.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On a day that all meals and lodgings are provided without cost to a traveler incident to a TDY or training assignment, the per diem is:

1. \$5 incident to an assignment in CONUS; and
2. The [IE](#) rate for the locality concerned unless the AO determines \$3.50 to be adequate for anticipated expenses. The OCONUS IE of \$3.50 must be stated in the order.

However, the applicable amount, plus the cost of meals - and lodgings furnished without cost to the traveler - may not exceed the applicable maximum [per diem rate](#). Par. C4554-C for per diem when TDY is performed in support of a field training exercise with a military unit.

C4558 PER DIEM FOR TRAVEL BY SHIP

A. General. For ship travel, the per diem for the arrival day on board (embarkation day) and departure day from the ship (debarcation day) is based on the debarcation/embarkation port rates and computed under the 'Lodging-Plus' method in par. C4553. ***There is no per diem paid for the first/last travel day by GOV'T ship when it departs from the port that is the employee's PDS/returns to the port that is the PDS.***

B. GOV'T Ship

1. General. No per diem is payable when TDY aboard a GOV'T ship when QTRS are provided without charge and meals with/without charge. The prohibition on per diem begins at 0001 on the day after the arrival day on

board and ends at 2400 on the day before the departure day from the ship. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GOV'T meal rate is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial lodgings ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodging ashore may not exceed the maximum lodging amount for the TDY locality concerned.*** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. C4554-A1a and C4554-A1b, as applicable. The total per diem may not exceed the applicable maximum [per diem rate](#) for the TDY locality concerned.

2. [Naval Ship Research and Development Center Underwater Explosion Barge](#). The per diem rates provided in par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).

3. [Corps of Engineers Floating Plant](#). The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost. If the employee is not furnished any meals with or without charge, the [Standard CONUS M&IE rate](#) (par. C4550-F3 for the current [Standard CONUS per diem rate](#)) is paid. The AO should have stated in the order the circumstances and rate. The actual lodging cost, if any, NTE the [Standard CONUS lodging ceiling](#), is reimbursed.

C. [Commercial Ship](#)

1. [Employee Not Charged for Meals](#). An employee is not authorized per diem when traveling aboard a commercial ship when meals are furnished without charge, (or are part of the accommodations cost), except on embarkation and debarkation days if otherwise authorized.

2. [Employee Charged for Meals](#). An employee traveling aboard a commercial ship, other than an oceangoing ferry, for 24 or more hours as a passenger who is charged for meals is authorized the meals portion of per diem equal to the furnished meals cost, except on embarkation and debarkation days if otherwise authorized. The AO should set the meals portion of per diem equal to the anticipated expenses and state in the order the circumstances warranting the rate.

D. [POC Travel Involving a Car Ferry](#). When an employee on TDY travels partly by POC and partly by car ferry (circuitously/indirectly or otherwise), the employee is authorized per diem. Par. C2193 for transportation allowances.

1. [Lodging](#). Reimbursement for the actual cost of required accommodations (unless included in the transportation cost) is authorized (par. C2205-C).

2. [M&IE When Travel Includes an Overnight on a Car Ferry Anywhere in the World](#). M&IE is based on and computed for the employee using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the rate applicable for the employee's location at 2400 on that day (par. C4550-F).

3. [M&IE When Travel Does Not Include an Overnight on a Car Ferry](#). If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the employee's location at 2400 on the debarkation day (par. C4553).

NOTE: Par. C2204-B3 for required documentation if a U.S. registered ferry is not available.

C4559 RECREATIONAL VEHICLE USE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile

recreational vehicles.

A. Privately Owned

1. Lodging Costs. Par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.
2. M&IE. The AO must: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem IAW par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When rented recreational vehicle use is authorized/approved as being to the GOV'T's advantage, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or at which conventional lodging facilities are limited or not available. If rented recreational vehicle use is not authorized/approved as advantageous, only expenses listed in pars. C4555-D2 through D9, are lodging costs.

C4560 LODGING WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS

If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. If paid under DTS, the CTO/TMC should be used to make these arrangements unless the CTO/TMC does not provide this service. Pars. C4555-D, C4555-E, C4555-G and C4559.

C4562 PER DIEM FOR A CONSULTANT, AN EXPERT, AND/OR A PRIVATE INDIVIDUAL TRAVELING WORLDWIDE

A. General. An individual employed intermittently in the GOV'T service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis, and an individual serving without pay or at \$1 a year, do not have a PDS within the meaning of that term. The individual is authorized per diem as prescribed in par. C4562-B through E while traveling on official business for the GOV'T away from home or the regular place of business and while at a place of GOV'T employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Travel Expenses Paid from a Non-federal Source. For regulations concerning travel expenses paid from a non-federal source please refer to the Joint Ethics Regulation (JER), [DoD 5500.7-R](#).

C. Consultant and/or Expert Employed on an Intermittent Basis. An individual serving intermittently in the GOV'T, with or without compensation, while in an official travel and duty assignment status as described in par. C7905, is authorized a per diem or AEA IAW pars. C4553 and C4600.

D. Private Individual Serving without Compensation. Most individuals performing invitational travel (APP E), are authorized per diem/AEA (pars. C4553 and C4600).

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. For par. C4562, the area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT

A. Absence due to Illness or Injury. Par. C7370 for per diem authority when an employee becomes incapacitated during travel because of illness or injury.

- B. Detained in Quarantine. An employee is authorized per diem while detained in quarantine on TDY.
- C. Leave and Non-workday
1. General. *An employee is authorized per diem for days leave is taken (other than as provided in Ch 7, Part H) for only part of the workday, but is not authorized per diem when leave is taken for the whole workday.* For purposes of par. C4563-C1, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.
 2. Non-workdays. Non-workdays are legal Federal GOV'T holidays and weekends or other scheduled non-workdays. An employee is authorized per diem on non-workdays except when the employee returns to the PDS or place of abode, or if par. C4563-C2a or C4563-C2b applies.
 - a. Leave before and after Non-workdays. An employee is not authorized per diem for a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday.
 - b. Leave between Non-workdays. An employee is authorized per diem for not more than two non-workdays if leave is taken for all workdays between the non-workdays.
- D. Return to PDS on Non-workday. An employee who voluntarily returns home on a non-workday from TDY is reimbursed for the round-trip travel as provided in par. C4677.
- E. Travel on Non-workday to Location other than PDS. An employee on TDY who travels for personal reasons on a non-workday from a TDY site to a location other than the home or PDS is authorized per diem or AEA for the non-workday NTE the amount payable had the employee remained at the TDY site. There is no authority for transportation cost reimbursement ([B-171266, 24 February 1971](#)).
- F. Delay in Returning to PDS. When for personal reasons, including taking leave, an employee does not return immediately to the PDS after TDY, the employee is authorized per diem for the time between when the employee reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructed departure date may be the morning of the day following TDY completion. *An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600.* Travel time should be based on regular published carrier schedules and becomes approved when the voucher is properly approved.
- G. Permanent Duty Travel. An employee is not authorized per diem while on leave during permanent duty travel.

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

- A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.
- B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip that exceed those that the employee otherwise would have incurred if the employee had not been required to perform the TDY ([31 Comp. Gen. 509 \(1952\)](#)).
- C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon TDY assignment completion, is allowed per diem and transportation expenses from the place at which leave was interrupted to the TDY places (except no per diem while at PDS) and return to the place at which leave was interrupted ([25 Comp. Gen. 347 \(1945\)](#); [28 id. 237 \(1948\)](#); [39 id. 611 \(1960\)](#)).
- D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS,

but otherwise similar to par. C4564-B, an employee upon TDY completion is allowed per diem and transportation expenses to return to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the TDY location ([27 Comp. Gen. 648 \(1948\)](#)).

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the employee wishes to resume leave immediately after duty completion at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses NTE the per diem and transportation expenses for travel from the place at which the leave of absence was interrupted to the place at which the duty was performed and return may be authorized. The one way, or round trip, must not be allowed unless, an appropriate statement in the order indicates clearly that an administrative determination was made that the personal expense incurred by the employee in traveling to the leave location made it unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY order ([39 Comp. Gen. 611 \(1960\)](#)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon TDY assignment completion is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the TDY assignment location after TDY completion, per diem and transportation expenses are allowed only to the extent they exceed the constructed per diem and transportation expenses for return direct from the leave location to the PDS ([11 Comp. Gen. 336 \(1932\)](#); [16 id. 481 \(1936\)](#); [30 id. 443 \(1951\)](#)).

G. TDY Directed at Leave Status Termination. An employee on authorized leave away from the PDS who is directed, at leave termination, to proceed to a TDY location and upon TDY assignment completion to return to the PDS, is authorized per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the direct route travel constructed cost from the leave location to the PDS ([19 Comp. Gen. 977 \(1940\)](#)). If, in relation to the place at which the employee is on leave, the TDY location is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the TDY location ([24 Comp. Gen. 443 \(1944\)](#)).

H. TDY Order Cancellation after Travel Commencement and while on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY order is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the order is canceled on/after the date travel was required to begin. In such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

NOTE: If the TDY requirement is known before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. City-pair airfares are not authorized for use to/from the leave location if the TDY requirement is known before leave is begun.

C4565 PER DIEM COMPUTATION EXAMPLES

A. Lodging Tax

1. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include a lodging tax amount.
2. Lodging tax in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense.
3. The maximum amount allowed for lodging in foreign OCONUS locations includes a lodging tax amount.

4. Lodging tax in foreign OCONUS locations is not a reimbursable expense.

B. TDY Mileage Rates. The TDY mileage rates used in the examples below are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes the current MALT.

C. Per Diem Rates. The per diem rates used in the examples below are for illustrative purposes only and may not reflect current rates. Par. C4550-F3 for the current Standard CONUS per diem rate.

D. Examples. The following are per diem computation examples for specific circumstances:

1. Example 1-TDY Travel

Example 1 TDY Travel		
An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodgings were obtained for 9 nights, two of which were spent in GOV'T QTRS with charge, and one night at a friend's house at no cost. The employee paid \$40 for 6 nights of lodging in a hotel, \$4 for 2 nights spent in GOV'T QTRS, but no cost for the night of lodging obtained in a friend's home at the TDY location. Per diem is computed as follows:		
Day 1 (departure day)	\$40 (lodging) + 75% x \$46 (M&IE) =	\$ 74.50
Day 2 to 6	(\$40 (lodging) + \$46 (M&IE))/day x 5 days =	430.00
Day 7 to 8	(\$4 (lodging) + \$46 (M&IE))/day x 2 days =	100.00
Day 9	\$0 (lodging) + \$46 (M&IE) =	46.00
Day 10 (return day)	75% x \$46 (preceding calendar day M&IE rate) =	34.50
Amount due employee		\$685.00
Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement is NTE the maximum <u>per diem rate</u> for the locality concerned. This example uses the Standard CONUS per diem rate of \$116 (\$70/ \$46). Day 1 (departure day) - the applicable per diem rate is the lodging cost (\$40) plus 75% of the M&IE rate (\$46) (\$34.50) for that day; pay \$74.50. Days 2 - 6 - the applicable per diem is lodging cost (\$40) plus the M&IE rate (\$46) times the number of days 5; pay \$430. Days 7 - 8 - the applicable per diem is the lodging cost (\$4) plus the M&IE rate (\$46) times the number of days 2; pay \$100. Day 9 - the applicable per diem is the M&IE rate (\$46) plus the lodging cost (\$0), pay \$46. Day 10 (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$46); pay \$34.50. The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total.		

2. Example 2-TDY Travel

Example 2 TDY Travel			
DEPART		Residence	1st Day
ARRIVE		Goteborg, Sweden	2nd Day
TDY		Goteborg, Sweden	3rd - 7th day
DEPART		Goteborg, Sweden	8th Day
ARRIVE		Residence	8th Day
GOV'T QTRS were occupied (not on a U.S. INSTALLATION) for 6 nights at Goteborg, Sweden at \$4 per night. The per diem rate for Goteborg, Sweden at the time the employee traveled was \$256 maximum (\$143/ \$113). The employee's authorized per diem is computed as follows:			
1 st Day	Travel day with no lodging expense	\$113 x 75% (M&IE for Goteborg) =	\$ 84.75
2 nd Day	Arrival day	\$4 (GOV'T QTRS charge) + \$113 (M&IE for Goteborg) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) =	117.00
3 rd -7 th Day	TDY at Goteborg \$23 (incidental rate for Goteborg)	\$4 (GOV'T QTRS charge) + \$23 (3 deductible meals furnished each day without charge (par. C4554-B) = \$27/day x 5 days =	135.00
8 th Day	Travel day with no lodging expense	\$113 (M&IE for Goteborg) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	<u>\$ 84.75</u>
Amount due			\$421.50

3. Example 3-TDY Travel Involving IDL with a 'Lost' Day

Example 3 TDY Travel Involving IDL with a 'Lost' Day			
TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.			
When crossing the IDL in a westward direction, the dates 8/18 -8/19 (Wednesday and Thursday) are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$90 x 75 % =		\$67.50
20-24 Aug (Friday-Tuesday)	\$135 (lodging) + \$90 (M&IE) = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	\$90 x 75 % =		\$67.50
Total			\$1,350.00

4. Example 4-TDY Travel Involving IDL without a 'Lost' Day

Example 4			
TDY Travel Involving IDL without a 'Lost' Day			
TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72). The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19. When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date. A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thurs-Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$72 x 75 % =		\$54
19-24 Aug (Thurs-Tues)	\$140 (lodging) + \$72 (M&IE) = \$212/day x 6 days =		\$1,272
25 Aug Wednesday	\$72 x 75 % =		\$54
Total			\$1,380

5. Example 5- AOR Per Diem/TDY Travel Overnight – No Lodging Required

Example 5				
AOR Per Diem/TDY Travel Overnight – No Lodging Required				
An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan. The employee stayed in GOV'T QTRS and received the AOR per diem rate from 5-30 Jan. The employee departed the AOR TDY station and arrived at another AOR location on 31 Jan. The employee departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb. The employee departed the stopover point and arrived at the residence on 2 Feb. Per diem is computed as follows:				
Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route(no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5-30 Jan	TDY (AOR)	--	TD	\$15 (\$0/ \$15) TDY Destination
31 Jan	Dep TDY(AOR)	TP	--	\$3.50 (AOR to AOR)
	En route(AOR to AOR)	TP	AT	
1 Feb	En route(exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arr Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
Reimbursement				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15/day (TDY destination M&IE, lodging \$0)			\$15.00
5-30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
Reimbursement for per diem due employee				\$317.75

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY

The following tables are for reference purposes only. Ch 4, Part B for applicable rules. Ch 4, Part I for meal allowances when JTF operations are involved.

Quick Reference - Per Diem						
TDY Travel of More Than 12 Hours						
Footnotes: Table # 4						
(1) Departure Day from PDS						
	A	B	C	D	E	F
	Arrived at a TDY location (not a U.S. INSTALLATION) on the same day as departed the PDS.	Arrived at a TDY location (on a U.S. INSTALLATION) on the same day as departed the PDS. The traveler occupied GOV'T QTRS.	Arrived at a TDY location (on a U.S. INSTALLATION - GOV'T QTRS available) on same day as departed the PDS. Traveler elected not to occupy available GOV'T QTRS.	Traveled overnight - no lodging required.	Overnight lodging required at a stopover en route to a TDY location.	Arrived at a the TDY location at which per diem at a lesser amount than rate prescribed for the TDY location as authorized under par. C4550-C on same day as departed the PDS.
Per Diem for the Departure Day from the PDS^{5/}	75% of the TDY locality M&IE rate ^{1/} , plus the lodging cost NTE the maximum TDY locality lodging ceiling. ^{2/, 4/}	75% of the TDY locality M&IE rate ^{1/} , plus the GOV'T QTRS cost ^{11/} ceiling.	75% of the TDY locality M&IE rate ^{1/} , plus the lodging cost NTE the TDY locality maximum lodging ceiling. ^{8/}	75% of the next destination locality M&IE rate (TDY/ stopover point) ^{1/} for the departure day.	75% of the en route stopover locality M&IE rate, plus the lodging cost NTE the stopover locality maximum lodging ceiling. ^{2/, 4/}	75% of the TDY locality M&IE rate, plus the lodging cost NTE that location's maximum lodging ceiling rate. A reduced per diem rate does not apply on the travel day to that location.

(2) Whole Days of Travel in CONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. INSTALLATION) on day after departing PDS. Traveler occupied GOV'T QTRS.	Each whole day at a CONUS TDY locality (not a U.S. INSTALLATION).	Each whole day at a CONUS TDY locality (a U.S. INSTALLATION) when traveler occupies GOV'T QTRS.	Each whole day at a CONUS TDY locality (a U.S. INSTALLATION) when the traveler elects not to occupy available GOV'T QTRS.	Each whole day at a CONUS location at which the employee is authorized a reduced per diem rate.
Per Diem for Whole Days of Travel ^{5/}	M&IE applicable to CONUS TDY locality (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the TDY locality maximum lodging ceiling ^{2/6/} .	M&IE plus the GOV'T QTRS cost ^{11/} . M&IE may be at the TDY locality rate, or PMR plus \$5 if the AO specifies the PMR for deductible meals ^{6/} . Par. C4554-A for M&IE rate determination.	M&IE applicable to the CONUS TDY locality, plus the lodging cost NTE the TDY locality maximum lodging ceiling ^{2/} . If one or two deductible meals are provided, M&IE is PMR plus \$5 ^{2/6/} . Par. C4554-B.	M&IE, plus the GOV'T QTRS cost ^{11/} . M&IE may be at (1) the TDY locality rate, (2) Standard GMR ^{8/} plus \$5, or, (3) PMR ^{6/9/10/} plus \$5. There is no per diem for field duty (pars. C4554-C and C4900). Par. C4554-A for M&IE rate determination.	M&IE, plus the occupied lodging cost NTE the TDY locality maximum lodging ceiling ^{2/} . M&IE may be at (1) the TDY locality rate, (2) Standard GMR ^{8/} plus \$5, (3) PMR ^{6/9/10/} plus \$5. There is no per diem when field duty is involved (pars. C4554-C and C4900). Par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. ^{2/5/7/}

(3) Whole Days of Travel – OCONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at OCONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. Traveler occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (not a U.S. INSTALLATION).	Each whole day at an OCONUS TDY locality (on U.S. INSTALLATION). Traveler occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (on U.S. INSTALLATION) when traveler elects not to occupy available GOV'T QTRS.	Each whole day at an OCONUS location at which the employee is authorized a reduced per diem rate.
Per Diem for Whole Travel Days^{5/}	The OCONUS TDY locality M&IE ^{3/} (unless the AO specifies the PMR based on deductible meals), plus the lodging ^{4/} cost NTE the TDY locality maximum lodging ceiling.	M&IE plus the GOV'T QTRS cost ^{11/} . M&IE may be at the meal rate prescribed for the TDY locality plus locality IE, or PMR plus locality IE if one or two deductible meals are provided ^{16/} . Par. C4554-A for M&IE rate determination.	The OCONUS TDY locality M&IE ^{3/} , plus lodging ^{4/} cost NTE the TDY locality maximum lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE or \$3.50 IE ^{3/} if one or two deductible meals are provided ^{6/} . ^{2/6/} . Par. C4554-B.	M&IE plus GOV'T QTRS cost ^{11/} . M&IE may be at (1) TDY locality meal rate, (2) Standard GMR ^{8/} , (3) PMR ^{6/9/10/} . Add the locality IE or \$3.50 IE ^{3/} . There is no per diem for field duty (pars. C4554-C and C4900). Par. C4554-A for M&IE rate determination.	M&IE plus occupied lodging cost NTE the TDY locality maximum lodging ceiling. ^{47/} M&IE may be at (1) The TDY locality meal rate, (2) Standard GMR ^{8/} , (3) PMR ^{6/9/10/} . Add the locality IE or \$3.50 IE ^{3/} There is no per diem for field duty (pars. C4554-C and C4900). Par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. ^{4/5/7/}

(4) Day(s) of Return to PDS					
	A	B	C	D	E
	Arrived at the PDS on the same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On the departure day from the TDY location, overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location at which reduced per diem was authorized.
Per Diem for the Return Day to the PDS^{5/}	75% of the last TDY locality M&IE rate. ^{1/}	For departure day from the TDY location, the last TDY locality M&IE. Arrival day at the PDS is 75% of the last TDY locality M&IE rate. ^{1/}	For departure day from the TDY location, M&IE, plus lodging ^{2/} , ^{5/} cost NTE the stopover locality maximum lodging ceiling. For the PDS arrival day, 75% of the stopover locality M&IE rate. ^{1/}	The lodging cost NTE the locality maximum lodging ceiling for the location at which lodging was obtained if authorized/ approved by the AO, plus 75% of that same locality M&IE rate. Par. C4553-D2c(4).	75% of the TDY locality M&IE rate. The reduced rate does not apply on the return day to the PDS.

Footnotes

- 1/ A reduced per diem rate IAW par. C4550-C and the \$3.50 IE rate do not apply on departure day from, or return day to the PDS, or any day the employee is traveling. The PMR for deductible meals can apply on an interim travel day.
- 2/ Lodging tax is separately reimbursable expense in CONUS and non-foreign OCONUS areas because an amount is not included in the applicable maximum lodging amount for tax.
- 3/ The TDY locality **IE** rate. OCONUS, the AO can determine that an IE of \$3.50, in lieu of the prescribed TDY locality IE, is adequate for the anticipated incidental expenses. Regardless of at what location the traveler is lodged, the \$3.50 IE rate may be authorized and must be stated in the order for travel beginning on or after 1 July 2009.
- 4/ Lodging tax **is not** a separately reimbursable expense in a foreign OCONUS area because an amount is included in the applicable foreign maximum lodging amount for tax.
- 5/ Cost of laundry/dry-cleaning/pressing of clothing when travel **within CONUS** is reimbursable under the conditions in par. C4553-C2. The laundry/dry-cleaning/pressing of clothing cost **is not** separately reimbursable when travel is **OCONUS** because an amount is provided in the OCONUS per diem IE for laundry.
- 6/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.
- 7/ When a reduced per diem rate is authorized in the traveler's order IAW par. C4550-C, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.
- 8/ The GMR applies if the AO specifies the GMR based on available GOV'T dining facility/mess during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).
- 9/ The PMR applies if the AO specifies PMR based 1-2 GOV'T meals available during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).
- 10/ The PMR applies if the AO specifies the PMR for deductible meals (par. C4554-B).
- 11/ Reimbursement for GOV'T QTRS cost may not exceed the maximum locality lodging rate.

C4567 PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION

A. **Purpose.** Per diem is provided to assist an employee in meeting the excess costs involved in temporarily maintaining dependents at a safe haven.

B. **'Lodgings-Plus' Per Diem Method Applicability to an Evacuated Employee/Dependent.** An evacuated employee and/or dependent is/are authorized a safe haven allowance computed using the 'Lodgings-Plus' per diem computation method for each day in an evacuation status. **Actual expense allowances described in Ch 4, Part C, do not apply to an evacuation.** The 'Lodgings-Plus' per diem computation method consists of a lodging ceiling and an M&IE allowance. For an explanation of the items of expense the per diem is intended to cover, PER DIEM (APP A definition) and Ch 4, Part B. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the daily lodging portion of the locality per diem rate authorized for the employee and/or each dependent concerned. Because an evacuated employee and/or dependent may stay with a friend/relative while at a safe haven, the rule in par. C4555-B3 applies. **That is, if an evacuated employee or dependent stays with a friend/relative while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend/relative.** This restriction does not apply when the employee/dependent leases a house, apartment (i.e., lodgings) from a friend/relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. Example in par. C4567-C. GOV'T dining facility/mess or open mess availability/use has no effect on per diem for an employee/dependent(s) even though such facilities may be or are used without charge to the employee/dependent. Per diem payable under par. C4567 may be paid in advance IAW Ch 6, Part D, §550-403 (d).

C. Per Diem Computations. The following example illustrates the method used for computing per diem incident to evacuation:

Example			
The <u>per diem rates</u> used in the following example are for illustrative purposes only and do not necessarily reflect current rates. Lodging tax paid while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to per diem. Lodging tax paid while at a safe haven or traveling in a foreign OCONUS area is not a reimbursable expense. Tax is part of the lodging cost. The cost of a value added tax (VAT) relief certificate is a reimbursable expense (APP G) if the certificate is used to avoid paying the lodging tax. CONUS per diem rates do not include laundry/dry-cleaning/pressing of clothing. OCONUS per diem rates include laundry/dry-cleaning/pressing of clothing.			
An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60/day for lodging tax (8%). The maximum per diem applicable at that location was \$116 (\$70/\$46).			
(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (Ch 6, Part D, §550.405(b)(1)):			
The employee and each dependent age 12 or older is authorized per diem NTE the full rate (\$116) (\$70/\$46). Each dependent under age 12 is authorized per diem NTE 50% of the rate.			
	M&IE	Max Lodging	Total
Employee:	\$46	\$70	\$116
Employee's spouse	\$46	\$70	\$116
Child (age 12 or older)	\$46	\$70	\$116
Child (under age 12)	\$23 (\$46 x 50%)	\$35 (\$70 x 50%)	\$ 58
Max daily amt that may be paid for costs incurred by employee & 3 dependents	\$161	\$245	\$406
(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$161 for M&IE and NTE \$245 for lodging), as follows:			
M&IE:	\$161 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$245) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$256 (Daily amount that is payable to the employee and dependents (within the maximum \$406 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).		
Lodging Tax:	\$7.60/day		
Total:	\$263.60 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).		
(c) Beginning on the 31st day per diem is computed at 60% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable <u>per diem rate</u> , unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31 st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:			
	M&IE	Max Lodging	Total
Employee	\$27.60 (\$46 x 60%)	\$42 (\$70 x 60%)	\$69.60
Employee's spouse	\$27.60 (\$46 x 60%)	\$42 (\$70 x 60%)	\$69.60
Child (age 12 or older)	\$27.60 (\$46 x 60%)	\$42 (\$70 x 60%)	\$69.60
Child (under age 12)	\$13.80 (\$46 x 30%)	\$21 (\$70 x 30%)	\$34.80
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	\$96.60	\$147	\$243.60
(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$95.60 for M&IE and NTE \$147 for lodging), as follows:			
M&IE:	\$95.60 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$147) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$190.60 (Daily amount payable to the employee and dependents within the maximum \$242.60 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).		
Lodging Tax:	\$7.60/day		
Total:	\$198.20 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).		

PAGE LEFT BLANK INTENTIONALLY

PART H: SPECIFIC ASSIGNMENT CONDITIONS

***C4975 TRAVEL OF CONSULTANTS AND EXPERTS**

See par. C7905.

***C4976 WITNESS TRAVEL**

See par. C7910.

***C4977 JUROR TRAVEL**

See par. C7915.

***C4978 TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE**

See par. C7920.

***C4979 TRAVEL TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD**

See par. C7925.

PAGE LEFT BLANK INTENTIONALLY

CHAPTER 5

PERMANENT DUTY TRAVEL

Paragraph Title/Contents

PART A: APPLICABILITY AND GENERAL RULES

- C5000 SCOPE**
- A. General (FTR §302-1.1)
 - B. Two or More Family Members Employed (FTR §302-3.200)
 - C. Employee Married to Uniformed Service Member
 - D. Order Issuance
 - E. Funding Responsibility
- C5005 PCS TRAVEL ELIGIBILITY**
- A. PCS Travel in the GOV'T's Interest
 - B. PCS Allowance Eligibility
 - C. PCS Limitation Policy
- C5010 ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED
ASSIGNMENTS/TRANSFERS/MOVEMENTS**
- A. Table 1 - Eligibility Table
 - B. Tables 2 through 12

PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE

- C5050 MALT (FTR §302-4.300)**
- A. POC Travel
 - B. Mixed Transportation Modes
 - C. Other Reimbursable Expenses
- C5055 USE OF MORE THAN TWO AUTOMOBILES**
- C5060 ALLOWABLE PER DIEM (FTR §302-4.200)**
- A. Travel of 12 or fewer hours (12-Hour Rule)
 - B. POC Use to the GOV'T's Advantage
 - C. Exception
 - D. POC Use Not to the GOV'T's Advantage
 - E. Per Diem Rates for PDT
 - F. Per Diem Allowance Elements
 - G. 'Lodgings-Plus' Per Diem Computation Method
 - H. PDT
 - I. Per Diem Computation Examples
- C5065 COMPUTING POC TRAVEL REIMBURSEMENT**
- A. General
 - B. Reimbursement Computation Example for One Automobile
 - C. Reimbursement Computation Example for Two Automobiles
 - D. MALT Computation Example for Two Separate Trips
- C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT**
- A. Authorized PCS Allowances
 - B. Allowance Restrictions
 - C. Discretionary Allowances

<u>Paragraph</u>	<u>Title/Contents</u>
C5075	PCS MOVEMENTS (FTR §302–3) A. General B. Travel and Transportation Allowances C. Agreements/Service Requirements/Violation Agreements D. Alternate Origin and/or Destination Limitation
C5080	TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES A. First Duty Station Travel Eligibility B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR §302-3, subpart A) C. Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206) D. Return from Military Duty E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6) G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)
C5083	TDY STATION BECOMES PDS A. Notification of Change from TDY Station to PDS B. Per Diem Allowances C. PCS Allowances D. Old PDS E. GAO and GSBCA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY
C5085	SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302–3, subpart D) A. Eligible Employee B. Separation Travel and Transportation Allowances C. Separation Travel and Transportation Allowances Loss D. Limited Separation Travel and Transportation Allowances E. Employee Not Eligible F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity
C5090	LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT A. Applicability B. Eligibility Criteria C. Authorization/Approval D. Allowable Expenses E. Expenses Not Allowable F. Origin and Destination G. Time Limits for Beginning Travel and Transportation H. Funds Use

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

SECTION C1: GENERAL**C5100 ELIGIBILITY**

- A. General
- B. Child's Age and Travel Eligibility

SECTION C2: PCS TRANSFERS**C5105 TRANSFERS TO AND WITHIN CONUS**

- A. When Authorized
- B. Origin and Destination
- C. Transportation Mode and Routing
- D. Expenses Authorized
- E. Order
- F. Time Limitation

C5110 TRANSFERS TO AND BETWEEN OCONUS PDS'S

- A. When Authorized
- B. Travel Origin and Destination
- C. Concurrent Travel
- D. Transportation Mode and Routing
- E. Expenses Authorized
- F. Travel Authorization
- G. Time Limit

C5115 TRAVEL FROM AN OCONUS AREA

- A. General
- B. When Authorized
- C. Travel Origin and Destination
- D. Evacuation
- E. Transportation Routing and Mode
- F. Miscellaneous Reimbursable Expenses
- G. Travel Authorization
- H. Time Limitations

SECTION C3: DEPENDENT STUDENT TRAVEL**C5120 DEPENDENT STUDENT TRAVEL TO ATTEND SCHOOL**

- A. Authority and Eligibility
- B. DoDEA Student Activity Travel
- C. Per Diem Computation Example

C5123 TRANSPORTATION OF A STUDENT WITH A DISABILITY FOR DIAGNOSTIC AND EVALUATION PURPOSES

- A. Student Travel
- B. Parent/Guardian Travel

SECTION C4: DEPENDENT PER DIEM RATES**C5125 DEPENDENT PER DIEM RATES**

- A. Travel En Route between an Employee's Old and New Duty Station
- B. Per Diem Computation Example
- C. Exclusions
- D. Round-trip House Hunting Travel
- E. Evacuation Travel
- F. Student Dependent Travel to Attend School
- G. Travel by Commercial Ship

C5130 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED

- A. General
- B. Examples

SECTION C5: DEPENDENT MEDICAL TRAVEL**C5134 DEPENDENT MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS**

- A. General
- B. Eligibility
- C. Required Health Care Determination
- D. Authorized Health Care
- E. Unauthorized Health Care
- F. Designated Point

C5136 MEDICAL TRAVEL ADMINISTRATION

- A. Applicable Regulations
- B. Travel Authorization
- C. Funding
- D. Excess Costs Agreement
- E. Premium Class Accommodations

C5138 TRANSPORTATION

- A. General
- B. Limitation

C5140 PER DIEM

- A. General
- B. Maximum Number of Days
- C. Elective Destinations
- D. Hospital Stays
- E. Dental Care
- F. Obstetric Care
- G. Newborn Infant
- H. Per Diem Rates

C5142 EXCESS ACCOMPANIED BAGGAGE**C5144 SAMPLE EXCESS COST AGREEMENT**

- C5146 ATTENDANTS/ESCORTS**
- A. Definition
 - B. Determination
 - C. Appointment
 - D. Travel Allowances
 - E. Attendant Compensation Agreement
 - F. Attendant Per Diem
 - G. Non-Concurrent Attendant Travel
- C5148 SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL**
- A. Eligibility
 - B. Restrictions
 - C. Payment Authority

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)

SECTION D1: GENERAL

- C5150 GENERAL**
- C5152 ELIGIBILITY**
- C5154 BASIC ALLOWANCES**
- A. General
 - B. Prescribed Weight Allowances (FTR §302-7.2)
 - C. Professional Books, Papers, and Equipment (PBP&E)
 - D. Additional Consumable Goods (FTR §300-3.1)
 - E. Weight Additive Articles (FTR §302-7.20)
 - F. HHG Transportation Expenses
 - G. HHG Transportation and Storage Documentation (FTR §302-7.104)
 - H. Loss or Damage Claims (FTR §302-7.11)
 - I. Services
 - J. Employee Married to an Employee or to a Uniformed Service Member
 - K. HHG Transportation between Local Residences

SECTION D2: HHG TRANSPORTATION

- C5158 RE-TRANSPORTATION OF THE SAME HHG**
- C5160 TRANSPORTATION METHODS (FTR §302-7.100-201)**
- A. HHG
 - B. UB
 - C. Actual Expense (FTR §302-7.200)
 - D. Commuted Rate (FTR §302-7.13)
 - E. Split Transportation (FTR §302-7.3)
 - F. Employee Responsibility (FTR §302-7.15)
 - G. Limitations
 - H. Cost Comparison
 - I. Multiple Transfers

- C5165 FACTORS AFFECTING HHG TRANSPORTATION**
- A. Combining Weight Allowances when Husband and Wife Are Both Employees
 - B. Reserved
 - C. Reserved
 - D. Improper Transportation
 - E. Items of Extraordinary Value
 - F. Mobile Home Allowances
 - G. HHG Transportation before a PCS Order Is Issued
 - H. Time Limitation
 - I. Alcoholic Beverage Shipment
- C5167 TRANSPORTATION UNDER A PCS ORDER**
- A. HHG Shipment between CONUS PDSs
 - B. HHG Transportation to and between OCONUS PDSs
 - C. HHG Transportation from OCONUS to CONUS PDSs
- SECTION D3: HHG WEIGHT**
- C5168 ADMINISTRATIVE WEIGHT LIMITATIONS (FTR §302-7.16)**
- A. Policy
 - B. Exceptions
 - C. Transportation from a Weight-restricted Area
- C5170 DETERMINING THE NET WEIGHT**
- A. Crated Shipments
 - B. Uncrated Shipments
 - C. Containerized Shipments (FTR §302-7.12)
 - D. Constructed Weight (FTR §302-7.12)
- C5175 EXCESS CHARGES**
- A. Policy
 - B. Excess Weight beyond Employee Control
- SECTION D4: HHG STORAGE**
- C5190 STORAGE IN TRANSIT (SIT)**
- A. General (FTR §302-7.107)
 - B. Time Limitation
 - C. Reimbursement (FTR §302-7.107-110)
- C5191 180 DAY SIT LIMIT EXTENSION**
- A. General
 - B. Requirements
 - C. Authority
 - D. Submission Process
 - E. Restrictions
- C5195 NON-TEMPORARY STORAGE (NTS)**
- A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §302-8.100-108)
 - B. HHG NTS ICW Moves to and between OCONUS Areas (FTR §302-8.200-203)
 - C. NTS of HHG for a DoDDS Employee (FTR §302-8.300-301)

PART E: POV TRANSPORTATION

SECTION E1: GENERAL

- C5200 GENERAL**
- A. Authorized Personnel
 - B. Rental Car
 - C. Miscellaneous POV Shipment Information

C5204 SIZE LIMIT

SECTION E2: OCONUS POV TRANSPORTATION

- C5208 ELIGIBILITY**
- A. General
 - B. Criteria
 - C. Conditions
 - D. Travelers Assigned to Johnston Island
- C5212 AUTHORIZATION**
- A. Transportation Not Authorized
 - B. Transportation Authorized
- C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS**
- A. General
 - B. Alternate Ports
 - C. Transportation to/from Ports/VPCs
- C5220 CIRCUMSTANCES**
- A. Transfer or Assignment between OCONUS PDSs
 - B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS
 - C. Agreement Not Completed and Traveler Returns to CONUS for Separation
 - D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the GOV'T
- C5224 SHIPMENT METHODS**
- A. GOV'T-arranged POV Transportation
 - B. Traveler-arranged POV Transportation (FTR §302-9.142 §302-9.207)
- C5228 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY**
- C5232 REPLACEMENT POV TRANSPORTATION**
- A. General
 - B. Emergency Replacement
 - C. Non-emergency Replacement
 - D. Limitations
- C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION**
- A. Eligibility
 - B. Location
 - C. Expenses

SECTION E3: CONUS POV TRANSPORTATION**C5240 GENERAL****C5244 AUTHORIZATION**

- A. General
- B. Authorized Origin/Destination
- C. Towing Equipment Cost

C5248 SHIPMENT METHODS

- A. GOV'T-arranged POV Transportation
- B. Traveler-arranged POV Transportation (FTR §302-9.142 §302-9.207)
- C. Transporting a Specially Equipped Automobile between CONUS PDSs (64 Comp. Gen. 30 (1984))

PART F: MOBILE HOME TRANSPORTATION (FTR PART §302-10)

C5250 GENERAL (FTR, §302-10.1)**C5255 AUTHORIZED TRANSPORTATION****C5260 GEOGRAPHIC LIMITATIONS (FTR, §302-10.4)**

- A. Authorized Origin/Destination Points
- B. Alternate Origin/Destination Points
- C. Transportation Limitations (FTR, §302-10.3)

C5265 ALLOWANCES

- A. General
- B. Transportation
- C. Employee Married to Employee
- D. Employee Married to Uniformed Member

C5270 TRANSPORTATION LIMITATIONS

- A. Limitation
- B. Responsibility

C5275 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

- A. General
- B. Transportation Conditions
- C. Allowed Transportation Costs (FTR, §302-10.200)
- D. Transportation Costs Not Allowed (FTR, §302-10.207)

C5280 MOBILE HOME TOWED BY POC

- A. Allowances
- B. Preparation Costs Allowed (FTR, §302-10.204)

C5285 GOV'T-PROCURED TRANSPORTATION

- A. General (FTR, §302-10.206)
- B. GOV'T's Cost Obligation

C5290 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS (FTR, §302-10.203)**C5295 ADVANCE PAYMENT (FTR, §302-10.300)**

- C5297 EMPLOYEE DEATH (FTR, §303-70.302)**
A. CONUS
B. OCONUS

PART G: MEA DUE TO HOUSEHOLD RELOCATION

- C5300 GENERAL**
A. Purpose
B. Advance Payments
C. Mobile Home Relocation
D. Lease Penalty Expense
- C5305 ELIGIBILITY**
A. Employees Eligible for MEA
B. Employees *Not* Eligible for MEA
- C5310 REIMBURSEMENT**
A. General
B. Minimum Payment
C. Maximum Payment
D. Reimbursable Costs
E. Non-Reimbursable Costs
F. Administrative Procedures

PART H: TQSE(AE) AND TQSE(F)

SECTION H1: GENERAL

- C5350 PURPOSE**
- C5352 GENERAL**
A. TQSE Types
B. Foreign Transfer Allowance (FTA)
C. Subsistence Expenses
D. Restrictions
- C5354 TEMPORARY LODGING**
A. Definition
B. Limitations
- C5356 ELIGIBILITY**
A. Conditions
B. TQSE in Other Locations
C. Exclusions
D. Restrictions
- C5358 ALLOWANCE DUPLICATION**
A. TQSE Payment
B. TQSA Payment
C. Restrictions
D. TCS

SECTION H2: TQSE - ACTUAL EXPENSE (TQSE(AE))**C5360 TQSE(AE) OPTION**

- A. General
- B. AEA

C5362 AUTHORITY

- A. General
- B. Considerations

C5364 LIMITATIONS

- A. Payment Limitation
- B. Time Limitations
- C. Additional TQSE(AE) Period Justification
- D. Occupancy Limitations

C5366 ELIGIBILITY PERIOD

- A. Starting Temporary Lodging Occupancy
- B. Temporary Lodging Occupancy Time Period
- C. Ending Temporary Lodging Occupancy

C5368 RECEIPTS AND SUPPORTING DOCUMENTATION

- A. Receipts and Supporting Statement
- B. Submitting TQSE(AE) Claims

C5370 PAYMENT

- A. General
- B. Actual Expenses Allowed
- C. Excess Expenses
- D. Lodging with a Friend or Relative
- E. Itemization
- F. Conditions Affecting Reimbursement
- *G. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodgings

C5372 COMPUTATION

- A. TQSE(AE) Calculation
- B. Computation Examples

SECTION H3: TQSE FIXED (TQSE(F))**C5380 TQSE(F) OPTION****C5382 AUTHORIZATION**

- A. General
- B. Considerations

C5384 LIMITATIONS

- A. Payment Limitation
- B. Time Limitation
- C. Erroneous Advice

C5386 ELIGIBILITY PERIOD**C5388 RECEIPTS AND SUPPORTING DOCUMENTATION**

- C5390 PAYMENT**
- C5392 COMPUTATION**
 - A. HHT
 - B. Payment Basis
 - C. TQSE(F) Per Diem Rates/Percentages
 - D. TQSE(F) Computation Chart
 - E. TQSE(F) Computation Example

PART I: PET QUARANTINE

- C5400 GENERAL**
- C5405 PET QUARANTINE REIMBURSEMENT**
- C5410 GENERAL PET INFORMATION**
 - A. GOV'T-funded Transportation Not Authorized
 - B. Pet Quarantine Information
 - C. U.S. Fish and Wildlife (FWS) Service Requirements
 - D. Related Restrictions
- C5415 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT**

PART J: DEPENDENT EARLY RETURN

- C5450 DEPENDENT EARLY RETURN**
 - A. Transportation
 - B. Reimbursement
 - C. Limitations
 - D. Return of Former Spouse and/or Other Dependent (FTR § 302-3.227)

PART K: RENEWAL AGREEMENT TRAVEL (RAT)

- C5500 GENERAL**
- C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS**
- C5506 EMPLOYEE STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982**
- C5509 EMPLOYEE ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982**
- C5512 ALLOWABLE TRAVEL AND TRANSPORTATION**
- C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY**
 - A. Renewal Agreement Travel (RAT) Denial
 - B. Renewal Agreement Travel (RAT) Delay
- C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED**
- C5521 RAT NON-CUMULATIVE**
- C5524 BAGGAGE TRANSPORTATION**

- C5527 HHG SIT**
- C5530 PER DIEM**
- A. An Employee is Authorized Per Diem During the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination
 - B. Per Diem Computation Example
- C5533 LEAVE STATUS DURING ABSENCE FROM DUTY**
- C5536 ALTERNATE DESTINATION**
- A. Authorization
 - B. Examples
 - C. Time and Location Requirement
 - D. Alternate Destination Not Authorized
 - E. Administration
 - F. Reimbursement
- C5539 LIMITATIONS**
- A. Household Goods (HHG)
 - B. Unaccompanied Dependents
 - C. Destination Point Relocation
 - D. Duplicate Eligibility
 - E. RAT ICW Other Travel
- C5542 DoD OVERSEAS DEPENDENTS SCHOOL SYSTEM TEACHER**
- A. Completion of Period of Service RAT
 - B. Exceptions
 - C. HHG Storage between School Years (See par. C5195-C)
- C5545 DEPENDENT TRANSPORTATION**
- A. When Authorized
 - B. Dependent Eligibility
 - C. Authorization Limitations
 - D. New Tour at Different OCONUS PDS
 - E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS

PART L: SERVICE AGREEMENTS

SECTION L1: GENERAL

- C5550 SERVICE AGREEMENTS**
- A. General (FTR, §302-2.12)
 - B. Failure to Sign a Service Agreement (FTR, §302-2.17)
 - C. Initial Agreement
 - D. Renewal Agreement
 - E. Appointment/Transfer to an OCONUS Position
 - F. More than One Service Agreement (FTR, §302-2.19)
 - G. Subsequent Service Agreements (FTR, §302-2.18)
- C5552 PERSONNEL AUTHORIZED TO NEGOTIATE AGREEMENTS**
- A. General
 - B. Designated Personnel
- C5554 ACTUAL RESIDENCE (FTR, §302-2.15)**

- C5556 ACTUAL RESIDENCE DETERMINATION**
 - A. Appointees (Including Student Trainees)
 - B. OCONUS Employment
- C5558 SERVICE AGREEMENT REQUIREMENTS (FTR §302-2.100(e); 2.100(f))**
- C5560 SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION**
 - A. Transportation and Storage
 - B. Record Maintenance
- C5562 SERVICE AGREEMENT PREPARATION AND DISPOSITION**
 - A. General
 - B. Preparation and Disposition
 - C. Service Agreement for OCONUS Employees other than School Teachers
 - D. DoD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616)
 - E. DoD Service Agreement - Transfer of Civilian Employees to and within CONUS (DD Form 1618)

SECTION L2: INITIAL AGREEMENTS

- C5564 INITIAL AGREEMENT NEGOTIATION**
- C5566 OCONUS LOCAL HIRE INITIAL AGREEMENTS**
 - A. General
 - B. Local Commander Negotiation Restrictions
 - C. Eligibility Determination
 - D. Travel and Transportation Authorization
 - E. Initial Service Agreement Requirements

SECTION L3: RENEWAL AGREEMENTS

- C5568 RENEWAL AGREEMENT NEGOTIATION**
 - A. General
 - B. Married Employees
 - C. Exception

SECTION L4: TOUR OF DUTY REQUIREMENTS

- C5570 TOUR OF DUTY REQUIREMENT**
 - A. General
 - B. Minimum Periods of Service
 - C. OCONUS
- C5572 STARTING TOUR OF DUTY**
 - A. Transfer to and within CONUS
 - B. Appointment to First PDS
 - C. OCONUS Agreements
- C5574 ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY**
 - A. General
 - B. Acceptable Reasons for Release from Tour of Duty Requirements
 - C. Transfer to Other Departments/Agencies
 - D. Verification

SECTION L5: AGREEMENT VIOLATION

- C5576 AGREEMENT VIOLATION**
 A. General
 B. Individual’s Financial Responsibility
 C. Agreement Violation
- C5578 AGREEMENT VIOLATION PENALTIES (FTR, §302-2.14)**
- C5580 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT**
- C5582 RESPONSIBILITIES**
 A. Employee
 B. Civilian Personnel Officer
 C. Finance, Fiscal, or Disbursing Officer
- C5584 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS**
 A. General
 B. Exceptions
 C. Examples
- C5586 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE**
 A. Violation during the First Year of Service under an Initial Service Agreement
 B. Violation after One Year of Service under an Initial Service Agreement
 C. Employee Serving under Renewal Agreements
 D. DoDEA Teacher
- C5588 COMPUTATIONS**
 A. General
 B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs
 C. Commercial Carrier Transportation Costs
 D. Travel Time Compensation
 E. Per Diem
 F. Employee Financial Responsibility to the GOV’T
 G. Return Travel Costs
 H. Sample Statement of Liability/Credit Violation of Renewal Agreement
 I. Sample Cases

PART M: HHT (FTR §302-5)

- C5600 GENERAL (FTR §302–5.1-2)**
- C5602 ELIGIBLE EMPLOYEE (FTR §302–5.3)**
- C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302–5.4)**
- C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302–5.9)**
- C5608 WHEN A HHT MAY BEGIN (FTR §302–5.10)**
- C5610 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)**
- C5612 HHT AUTHORIZATION (FTR §302–5.5)**

C5614	CONSIDERATIONS
	A. General
	B. Arranging a Permanent Residence before Move
	C. Arranging a Permanent Residence while in Temporary Quarters
	D. Avoiding an Advance Trip
	E. TDY at the New PDS
	F. Housing Information Assistance
C5616	PROHIBITIONS
C5618	TRIP DURATION (FTR §302–5.11-12)
C5620	TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302–5.14)
C5622	LOCAL TRANSPORTATION
	A. General Expenses
	B. Local Transportation
	C. Special Conveyance (Taxi/Cab) Use
C5624	SUBSISTENCE
	A. General
	B. Methods
	C. Subsistence Calculation Examples
C5626	EXPENSE DOCUMENTATION
	A. Transportation
	B. Subsistence Expenses
C5628	STATUS WHILE ON HHT
C5630	NO RETURN TO OLD PDS
C5632	HHT ADVANCE (FTR §302–5.16)
C5634	HHT ICW TQSE
	A. TQSE(AE)
	B. TQSE(F)

PART N: RELOCATION INCOME TAX (RIT) ALLOWANCE (FTR §302-17/5 USC §5724b)

C5650	RIT ALLOWANCE
	A. Purpose
	B. Payments/Reimbursements

PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)

C5700	GENERAL (FTR §302-3.404, §302-3.500, §302-3.502)
C5705	ELIGIBILITY (FTR §302-3.402)
	A. Assignment
	B. Employee (FTR §302-3.403)
	C. Service Agreement (FTR §302-3.410)

- C5710 CONDITIONS**
- A. Component Cost Considerations (FTR §302-3.401)
 - B. Employee Tax Considerations (FTR §302-3.421)
 - C. Employee Concerns
 - D. Equity Concerns
 - E. Assignment Length
 - F. Distance Requirement (FTR §302-3.409)
- C5715 TCS ALLOWANCES (FTR §302-3.412 and 302-3.413)**
- A. Basic Allowances
 - B. Discretionary Allowances
 - C. Allowances upon Assignment Completion
 - D. TCS Allowances vs. Per Diem (FTR §302-3.422)
- C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §302-3.426, 302-3.427, 302-3.428, and 302-3.429)**
- A. Allowance Duration
 - B. Payable Allowances
 - C. Expenses Not Payable
- C5725 SEPARATION FROM GOV'T SERVICE (FTR §302-3.423, 302-3.424, and 302-3.425)**
- A. After Long-term Assignment
 - B. Before Long-term Assignment Completion

PART P: REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES (FTR PART 302-11)

SECTION P1: GENERAL

- C5750 GENERAL**
- A. Conditions
 - B. Requirements ICW Reimbursement
 - C. Time Limit for Residence/Lease Termination Transactions
 - D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS
 - E. Residence Sale in Anticipation of Transfer
 - F. Examples
 - G. General
 - H. Reimbursement
 - I. FTA and HSTA Lease Penalty
- C5753 EXCLUSIONS**
- C5756 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE**
- A. Reimbursable Expense
 - B. Reimbursement Limit
- C5759 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)**
- A. Application for Reimbursement of Expenses
 - B. Claim Submission
 - C. Review and Approval of Reasonable Charges
 - D. Approval of Payment
 - E. Privacy Act Statement

- C5762 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT**
 A. Allowable Expenses
 B. Claim Procedure

C5765 RETURN FROM MILITARY DUTY

SECTION P2: CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), GSA BOARD OF CONTRACT APPEALS (GSBCA) AND COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO ALLOWANCES IN THIS PART

- C5770 GSBCA, CBCA, AND CG DECISIONS**
 A. Reimbursable and Non-reimbursable Expenses
 B. Broker's Fees and Real Estate Commissions
 C. Advertising, Selling, and Appraisal Expenses
 D. Legal and Related Expenses
 E. Miscellaneous Expenses
 F. Reimbursable Items
 G. FHA or VA Loan Application Fee
 H. Loan Origination Fees and Similar Charges
 I. Mortgage and Transfer Taxes
 J. State Revenue Stamps
 K. Other Similar Charges
 L. Charge for Prepayment of Mortgage
 M. Mortgage Title Insurance Policy
 N. Owner's Title Insurance Policy
 O. Expenses Related to Construction of a Residence that are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence
 P. Expenses that Result from Construction of a Residence
 Q. Non-reimbursable Items
 R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property
 S. Interest on Loans, Points, and Mortgage Discounts
 T. Property Taxes
 U. Operating or Maintenance Costs
 V. Finance Charges
 W. Losses Due to Prices or Market Conditions at the Old and New PDS
 X. Other Sale and Purchase of Residence Expenses
 Y. Overall Limitations
 Z. Settlement of an Unexpired lease
 AA. Exclusions
 AB. Employee Must Incur Costs
 AC. Employee Must Actually Sell/Purchase Real Estate
 AD. Miscellaneous Expenses
 AE. Regularly Commutes
 AF. Relocation Services
 AG. Title Issues
 AH. Home Inspection Fee
 AI. Home Marketing Incentive Program
 AJ. Extensions for Sale of Residence
 AK. Real Estate -- New Employee
 AL. Waiver of Debt
 AM. Retirement

PART Q: RELOCATION SERVICES

SECTION Q1: GENERAL

- C5800 GENERAL**
- A. DoD Contract Services
 - B. DoD Component Responsibilities
- C5805 ELIGIBILITY CONDITIONS AND LIMITATIONS**
- A. Eligible Employee
 - B. Person Not Covered
 - C. Limitations
 - D. TCS
- C5810 PROCEDURAL REQUIREMENTS AND CONTROLS**
- A. Employee Option
 - B. Dual Benefits Prohibited
 - C. Payment Restrictions
 - D. Maximum Home Value
 - E. Order

SECTION Q2: PROPERTY MANAGEMENT (PM) SERVICES

- C5815 GENERAL**
- A. When PM Services May Be Authorized
 - B. Obtaining PM Services
 - C. PM Services
 - D. Income Tax Consequences of PM Services
 - E. Ineligible Employee
- C5820 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS**
- A. General
 - B. PM Services Payment Duration
 - C. PM Services Continuation
- C5825 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS**
- A. Authorized PM Services
 - B. PM Services in Lieu of Residence Sale
 - C. Repayment of PM Expenses
 - D. Residence Sale after Electing PM Services
 - E. PM Services Payment Duration
- C5830 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS**
- A. General
 - B. PM Services Payment Duration
 - C. Residence Sale Incident to Temporary Official Station Becoming the PDS

SECTION Q3: HOME MARKETING INCENTIVE PAYMENTS

- C5835 GENERAL**
- A. Purpose
 - B. Definitions
 - C. Tax Consequences

- C5840 ELIGIBILITY**
- C5845 PAYMENT CONDITIONS**
 - A. Eligible Employee
 - B. Relocation Services Fee
 - C. Authorization (FTR §302-14.101(c))
- C5849 MAXIMUM AMOUNT PAYABLE**
 - A. Payment Limitations
 - B. Payment Examples

PART R: EMPLOYEE OR DEPENDENT DEATH

- C5850 GENERAL**
 - A. Component Responsibility
 - B. Application
 - C. Operational Requirements
- C5855 RESPONSIBILITY**
 - A. General
 - B. Applicable Regulations
- C5860 DEATH RELATED EXPENSES**
 - A. Death Related to Official Duty Performance
 - B. Death During an Absence from Duty
- C5865 PREPARATION OF REMAINS**
 - A. Employee
 - B. Employee's Dependent
- C5870 TRANSPORTATION**
 - A. Remains of Employee
 - B. Remains of Employee's Dependent
 - C. Dependents, Baggage and HHG
- C5875 PER DIEM TERMINATION**
- C5880 ESCORT(S) FOR EMPLOYEE REMAINS**
 - A. Authorization
 - B. Limitations
 - C. Travel Expenses
 - D. Escort Travel
- C5885 PCS EXPENSES**
 - A. PCS Payment to the Employee's Dependents/Immediate Family
 - B. Authorized Expenses
- C5890 PAYMENT OF EXPENSES**
 - A. General
 - B. Payment Prohibition when Other Laws Apply
 - C. Expenses Incident to Death of an Employee Serving in a Contingency Operation

PAGE LEFT BLANK INTENTIONALLY

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION ([FTR §302-7](#))

SECTION 1: GENERAL

C5150 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances. (APP A3 -- HHG transportation).

C5152 ELIGIBILITY

The following are eligible for HHG transportation and SIT at GOV'T expense when relocation is in the GOV'T's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official duty station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of service;
4. An SES employee authorized last move home benefits ([FTR §302-3.304](#));
5. An employee authorized a TCS.

C5154 BASIC ALLOWANCES

A. General

1. An employee/appointee, who is authorized a move at GOV'T expense is authorized HHG transportation.
2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: ([FTR §302-8.1](#))
 - (a) CONUS isolated PDS;
 - (b) OCONUS PDS to which HHG transportation is limited;
 - (c) OCONUS PDS and NTS is in the GOV'T's best interest or cost effective to do so; or
 - (d) TCS (par. C5715-B3).
3. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.
4. NTS of HHG is not permitted for a career SES employee for last move home.

B. Prescribed Weight Allowances ([FTR §302-7.2](#)). The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 pounds net weight for each employee. For baggage allowances, par. C2304.

NOTE: Under no circumstances may the GOV'T pay any expenses associated with excess weight.

C. Professional Books, Papers, and Equipment (PBP&E) (APP A1).

1. Policy. PBP&E are HHG and are part of the PCS weight allowance. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C3 ([FTR §302-7.4](#)).
2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:
 - a. Before shipment occurs, an itemized PBP&E inventory must be provided for review by an official designated by the authorizing/order-issuing command.
 - b. Appropriate evidence (as determined by the authorizing/order-issuing command) must be furnished that transporting the itemized materials as part of the HHG results in an excess weight situation.
 - c. An appropriate official designated by the authorizing/order-issuing command at the new PDS must review and certify that the itemized PBP&E are necessary for the proper performance of the employee's duties at the new PDS. The same official must further certify that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at GOV'T expense) for the employee's use at the new PDS.
3. Administrative Expense. When the PBP&E are authorized for shipment as an administrative expense:
 - a. The transportation cost is not chargeable to travel and transportation expenses appropriations.
 - b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) ([FTR §302-7.13](#)).
 - c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).
 - d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight IAW par. C5170-D.
 - e. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from GOV'T service provided the PBP&E were transported to the OCONUS location as an administrative expense ([FTR §302-7.17](#)). Par. C5167-C details HHG transportation from OCONUS to CONUS PDSs.
4. Administratively Restricted HHG Weight
 - a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C3.
 - b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds of HHG.)
 - c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C5154-C2 and C3.

D. Additional Consumable Goods ([FTR §300-3.1](#))

1. An employee, assigned to an OCONUS PDS designated in APP F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500

pounds HHG net weight allowance.

2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
3. The employee's PCS order should show the consumable items authorized weight allowance in APP F.
4. Consumable goods are transported like HHG.

E. Weight Additive Articles ([FTR §302-7.20](#)). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. C5154-B. For example, when a weight additive of 700 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance. [GSBCA 16131-RELO, 21 July 2003](#). *Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.*

F. HHG Transportation Expenses

1. GOV'T-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:
 - a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
 - b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
 - c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
 - d. SIT NTE 90 days, as applicable. Par. C5190-B1.

NOTE: Delivery out of storage is authorized at GOV'T expense, regardless of time in storage within the authorized 2-year period. This includes shipments that have been converted to storage at the employee's financial responsibility. In addition, delivery out of SIT at GOV'T expense may be extended for the time period of an extension granted under par. C5750-C.

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:
 - a. Exceeding the authorized weight allowance;
 - b. Transportation between other than authorized locations;
 - c. Transportation of articles that are not HHG, (APP A3 -- Household Goods);
 - d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-E);
 - e. Special services requested by the employee, i.e., the cost of increased valuation liability; and,
 - *f. Transportation related costs that are incurred by the GOV'T due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. [DTR 4500.9-R, Part IV, Ch 401](#); *website* http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_401.pdf.

G. HHG Transportation and Storage Documentation ([FTR §302-7.104](#))

1. Form and Voucher Preparation. [DoDFMR, Volume 9](#), for information on submitting travel vouchers and the forms to be used.

2. Documents

a. PCS Order. Travelers should be prepared to attach one or more PCS order copies to the voucher. Follow [DoDFMR](#) procedures regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

(a) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

(b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and

(c) An official weight certificate/authenticated weight designation.

(2) Constructed weight may be used when:

(a) Proper weighing facilities are not available at origin/any point en route/destination, or

(b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims ([FTR §302-7.11](#)). HHG loss or damage claims are submitted IAW Service regulations.

I. Services. HHG (APP A3) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS or TDY order effective date that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;

2. A shipment originates at the last PDS and the remainder originates at one or more other points;

3. The destination is the new PDS or another point; or

4. The destinations for the HHG are the new PDS and one or more other points.

NOTE: The total amount paid by the GOV'T must not exceed the cost of transporting the HHG in one lot by the method selected under par. C5160, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS ([FTR §302-7.7](#)).

J. Employee Married to an Employee or to a Uniformed Service Member. An employee married to another employee or to a uniformed service member retains HHG transportation and storage allowances if a PCS order is issued to the employee – even though the other spouse (employee or uniformed member) may also have a PCS order. [B-202023, 4 December 1981](#) and [54 Comp. Gen. 892 \(1975\)](#). JFTR, par. U5012-C for HHG transportation for a uniformed member married to a civilian employee when both are authorized HHG shipments to the same new PDS.

Example 1. An employee and the employee's uniformed member spouse each receive a PCS order. The member's PCS weight allowance is 12,500 lbs. JFTR, par. U5310. The employee's PCS HHG weight

allowance is 18,000 lbs. Par. C5154-B. Together they may ship 30,500 lbs. of HHG – but they may not both be paid or reimbursed for shipping the same HHG.

Example 2. An employee-married-to-another-employee couple each receive a PCS order. Each employee's PCS weight allowance is 18,000 lbs. Pars. C5000-B1a and C5154-B. Together they may ship 36,000 lbs. of HHG – but they may not both be paid or reimbursed for shipping the same HHG. *Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees.* [GSBCA 16608-RELO, 3 August 2005.](#)

K. HHG Transportation between Local Residences

1. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the GOV'T's convenience, the local commander issues a written order to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings ICW an authorized PCS. [B-138678, 22 April 1959](#) and [52 Comp. Gen. 293 \(1972\).](#)

NOTE: *SIT is not authorized.*

2. Local Transportation Costs

- a. Local transportation costs are charged to the command authorizing the transportation.
- b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.
- c. If an adequate scale is not available, the excess weight is determined by using the constructed weight IAW par. C5170-D.
- d. The 18,000-pound limitation (par. C5154-B) and the 4,500-pound limitation (par. C5168) do not apply to this HHG transportation authorized.

PAGE LEFT BLANK INTENTIONALLY

SECTION 2: HHG TRANSPORTATION

C5158 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous OCONUS employment period, do not require a new service agreement, and must be:

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Agency concerned.

C5160 TRANSPORTATION METHODS ([FTR §302-7.100-201](#))

A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed ICW each PCS order prior to authorizing a transportation method on that PCS order. *The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.*

B. UB

1. General

- a. UB weight is part of the total authorized HHG weight allowance.
- b. UB is defined in APP A1.
- c. Express and freight shipments made by the GOV'T must be made under GOV'T transportation policy and procedures.

2. Weight Allowance. Except as in par. C5160-B4, the UB weight allowance is 350 pounds net weight for each adult and dependent age 12 or older, and 175 pounds net weight for each child under age 12 (par. C5170).

3. Transportation. Except as in par. C5160-B4, UB must be transported under GOV'T transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for UB transportation.

4. Air Transportation (Expedited Mode) to/from/between OCONUS PDSs

a. General

- (1) The UB total transported by air (or any expedited mode) must not exceed 1,000 pounds net weight.
- (2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.
- (3) UB may be transported by air from the old PDS to the appropriate POE to arrive before the employee's or dependent's transportation departure time.

b. Conditions. UB may be transported by air when:

- (1) Transportation by the lowest overall cost mode cannot provide the required service,
- (2) The employee certifies the UB is necessary to carry out the assigned duties, or
- (3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense ([FTR §302-7.200](#))

1. GOV'T-procured. The GOV'T contracts, negotiates, audits and pays the Transportation Service Provider (TSP)/carrier/DPM vendor directly for transportation. A PCS order must state:
 - a. The HHG transportation authority, and
 - b. That the HHG are to be transported by a GOV'T-arranged move, and
 - c. That unauthorized charges are the employee's financial responsibility.
2. Personally Procured. The employee must make the necessary arrangements for the HHG move, and pay for the move. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a GOV'T-arranged move for the same HHG weight (par. C1101 - allowable travel advances).
3. GOV'T-arranged Move Cost. The GOV'T-arranged transportation cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight transported, NTE the maximum weight (18,000 lbs). The OCONUS cost is constructed using the single factor rate ([SDDC website: http://www.sddc.army.mil/public/Personal+Property/](#)).

D. Commuted Rate ([FTR §302-7.13](#))

1. Applicability. The commuted rate system may be used only for interstate HHG shipments between CONUS PDSs. The commuted rate system is not authorized for intrastate moves.
2. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).
3. Reimbursement Services. The employee is authorized reimbursement under the GSA Commuted Rate Schedule ([FTR §302-7.101](#)) for carrier services provided, including:
 - a. Transportation,
 - b. Packing,
 - c. Unpacking,
 - d. Crating,
 - e. Drayage, and
 - f. SIT.

NOTE 1: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG, or if other than a common carrier is used, the date HHG begin movement.

NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to Get the Commuted Rate Schedule and Rate Tables. Contact GSA (http://www.gsa.gov/Portal/gsa/ep/contentView.do?CONTACT_ID=Travel+Management+Policy&CONTACT_TYPE=GROUP&contentType=GSA_CONTACTS).

NOTE: The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate HHG transportation methods.

E. Split Transportation ([FTR §302-7.3](#)). If actual expense HHG transportation is authorized, an employee may ship HHG by GOV'T-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and
2. Cost of GOV'T-procured HHG transportation in one lot between authorized places.

F. Employee Responsibility ([FTR §302-7.15](#)). An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. All HHG transportation for which the GOV'T pays must:
 - a. Be only for HHG within the employee's authorized HHG weight allowance;
 - b. Not exceed the GOV'T-arranged move transportation cost of transporting the HHG combined weight in one lot between authorized places, when GOV'T-arranged move is available; and
 - c. Be made on U.S. flag carriers, when reasonably available.
2. HHG may not be moved at GOV'T expense when:
 - a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
 - b. The employee violates the agreement under which the HHG originally were transported,
 - c. The employee has no transportation at GOV'T expense authorized by JTR, or
 - d. Authorized transportation does not begin within the prescribed time limits.
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement ([28 Comp. Gen. 95 \(1948\)](#)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS-to-CONUS PCS order. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***
2. If the estimated costs are more than \$100 different, the more economical method must be authorized on the PCS order.

Part D: HHG Transportation/Section 2: HHG Transportation

3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
5. If the cost comparison is not made, and/or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies ([GSBCA 15489-RELO, 20 December 2001](#)).
6. The chart below details considerations when determining a transportation method to authorize on a PCS order.

CONSIDERATIONS		
(FTR §302-7.14)		
Method	Advantages	Disadvantages
Commuted Rate	<ol style="list-style-type: none"> 1. The GOV'T is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges. 	<ol style="list-style-type: none"> 1. The GOV'T cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. 3. <i>Commuted rate method does not apply to intrastate moves</i>; and 4. <i>Commuted rate method may not fully reimburse employee's out-of-pocket expenses.</i>
Actual Expense	<ol style="list-style-type: none"> 1. The GOV'T may take advantage of special discounts offered. 	<ol style="list-style-type: none"> 1. The GOV'T is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The GOV'T's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

*I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. [DTRDoD 4500.9-R, Part IV \(http://www.transcom.mil/j5/pt/dtr_part_iv.cfm\)](#).

C5165 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Employees. Par. C5000-B.

B. **NOT USED**

C. **NOT USED**

D. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at GOV'T expense.

E. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the GOV'T, and may not be counted as UB. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.*** The net weight of such shipments is charged against the employee's weight allowance.

F. Mobile Home Allowances. Par. Ch 5, Part F.

G. HHG Transportation before a PCS Order Is Issued. HHG transportation may be authorized for a PCS before the PCS order is issued, but the PCS order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

H. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 2 years from the employee's report date at the new PDS under par. C1057, C5080-E, or C5750-C authority IAW Agency/Service regulations ([CBCA 524-RELO dated 21 March 2007 -http://www.cbca.gsa.gov/2007Relo/s524-RELO.pdf](http://www.cbca.gsa.gov/2007Relo/s524-RELO.pdf)).

NOTE: An employee's report date is the date the employee actually reports for work.

1. CONUS to CONUS PDSs. The CONUS to CONUS HHG transportation time limitation is 2 years from the employee's report date at the new PDS. Par. 5080-E contains HHG movement delay incident to successive PCS assignments.

2. To and between OCONUS PDSs

- a. HHG transportation time limitation is 2 years from the employee's report date at the new PDS.
- b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, Alaska.***
- c. Par. C5080-E contains HHG transportation that is delayed incident to successive PCS assignments.

3. From an OCONUS PDS

a. General

- (1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's PCS or return for separation effective date.
- (2) If practicable, HHG transportation is concurrent with the employee's departure or as soon afterward as appropriate transportation is available.
- (3) Par. C5080-E contains HHG movement delayed because of successive PCS assignments.

b. New PDS Reassignment. Under no circumstances can HHG transportation begin later than 2 years (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

- (1) The HHG transportation authority (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (NTE 2 years) after separation.
- (2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.
- (3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination begins within 2 years from the employee's separation effective date.
- (4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. *SIT in excess of 180 days at GOV'T expense cannot be authorized/approved except as noted in par. C5191.*

I. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

C5167 TRANSPORTATION UNDER A PCS ORDER

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point selected by the employee, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The GOV'T's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.
4. When the travel is to a first PDS, the GOV'T's cost is NTE the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C5110.
2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

Example. An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at GOV'T expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence and/or NTS to the new PDS is limited to 14,000 pounds net weight.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at GOV'T expense incident to a PCS, separation, or dependent early return (pars. C5115 and C5450).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

- (1) The advance return transportation of all or any part of an employee's HHG (at GOV'T expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, par. C5450 for the dependent's early return.
- (2) The allowable costs of advanced HHG transportation may be reimbursed by the GOV'T even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS order has been issued directing the employee's PCS or separation travel ([B-188345, 13 April 1977](#)).
- (3) Reimbursement of the employee's transportation costs may not exceed the GOV'T's cost to transport the HHG at the time of the employee's actual return travel.
- (4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

- (1) Advance HHG transportation at GOV'T expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C5450-A3b, as being in the GOV'T's interest.
- (2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.
- (3) ***GOV'T transportation facilities may not be used ICW the advance HHG transportation.***

c. Employee Returning for Separation

- (1) HHG of an employee returning for separation may be transported at GOV'T expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.
- (2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination must not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement. Similarly, reimbursement for transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS to the actual residence indicated in the employee's service agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also

- limited to the constructed cost of transporting the HHG to the actual residence in the employee's service agreement ([CBCA 1162-RELO, 1 July 2008](#)).
- (3) The employee is financially responsible for any excess cost ([63 Comp. Gen. 281 \(1984\)](#)).
- (4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from GOV'T service ([FTR §§302-7.17, 302-7.303](#); and JTR, par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.
- d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at GOV'T expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at GOV'T expense from a safe haven location to the evacuated employee's assigned PDS.

SECTION 3: HHG WEIGHT

C5168 ADMINISTRATIVE WEIGHT LIMITATIONS ([FTR §302-7.16](#))

A. Policy. When GOV'T furnishings are provided at an OCONUS location, HHG transportation at GOV'T expense to or from such an OCONUS location ordinarily is limited to 4,500 pounds net weight, not including UB weight. ***NOTE: An order permitting the State Department administrative HHG weight limit of 7,200 pounds is erroneous and only 4,500 pounds may be transported at GOV'T expense subject to the exceptions below.***

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.
2. When an employee is advised that an item of GOV'T furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable GOV'T furnishings is added to the 4,500 pounds.
3. If all GOV'T furnishings are required to be returned to the GOV'T and/or the GOV'T furnishings become unserviceable and are not replaced, transportation of the employee's maximum weight allowance (18,000 pounds) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.
4. The AO or designee may increase the restricted HHG weight allowance if requested to do so by the employee. The increase is NTE the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:
 - a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;
 - b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;
 - c. Upon departure from an administratively weight-restricted area if additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or
 - d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.
5. When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight-restricted area.

NOTE: Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.

C. Transportation from a Weight-restricted Area. If an employee is transferred from an OCONUS weight-restricted PDS to a PDS at which GOV'T-owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transported does not exceed the authorized weight limit for the new PDS.

C5170 DETERMINING THE NET WEIGHT

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,

2. Is 60% of the gross weight, and
3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. Is the weight shown on the bill of lading or weight certificate;
2. Includes the weight of barrels, boxes, cartons, and similar packing materials; and
3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments ([FTR §302-7.12](#)). When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes), the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight ([FTR §302-7.12](#)). A constructed weight based on 7 pounds per cubic foot (**NOTE 2**) of properly loaded space should be used:

1. When an adequate scale is not available at origin, en route or at destination,
2. For a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
3. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.

NOTE 2: PBP&E weight is based on 40 pounds per cubic foot.

C5175 EXCESS CHARGES

A. Policy

1. GOV'T's Financial Responsibility

- a. The GOV'T must pay the total transportation and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee. When HHG are weighed twice, the lesser weight is used to determine the employee's financial liability. For example, if the origin HHG weight is less than the destination HHG re-weigh, use the origin HHG weight or if the incoming/outgoing SIT/NTS of HHG weights are different, use the lesser weight to determine the employee's share of the cost ([CBCA 1500-RELO, 6 July 2009](#) and [CBCA 1534-RELO, 10 July 2009](#)).
- b. Payment for the transportation and collection from the employee for excess charges are IAW finance regulations. ([FTR §302-7.200](#))

2. Employee's Financial Responsibility

a. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.

b. The employee is financially responsible for excess weight charges.

3. Excess Weight Status. When an excess weight status is known or suspected (e.g., based on observations made during a pre-move survey) prior to transportation, Transportation Officers must notify the employee and the AO providing transportation funds.

B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

*1. Army: Transportation Operations, Loss & Damage, Excess Cost, Claims & Adjustments Section, DFAS-Indianapolis ATTN: DFAS-JFNCC/IN, 8899 East 56th Street, Indianapolis IN 46249-0002;

2. Navy: See Transportation of Personal Property (NAVSUP P-490);

*3. Air Force: Headquarters, U.S. Air Force (A4LE), 1030 Air Force Pentagon, Washington, DC 20330-1030;

4. Department of Defense (DoD) COMPONENTS: (APP A1 - DoD COMPONENTS) OSD/WHS/ Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

PAGE LEFT BLANK INTENTIONALLY

SECTION 4: HHG STORAGE

C5190 STORAGE IN TRANSIT (SIT)

NOTE: The maximum total time limit for SIT is 180 days ([FTR §302-7.8](#)).

A. General ([FTR §302-7.107](#)). SIT is short-term storage that is part of HHG transportation. SIT may be at any combination of the origin, destination, and en route locations. SIT is not authorized for HHG moves between local QTRS when no PCS exists.

B. Time Limitation

1. General. SIT (ICW authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense AGENCY designated official. If no additional storage is authorized/approved, the employee is financially responsible for additional storage expense ([FTR §302-7.8](#)).

2. Justification ([FTR §302-7.9](#)). Acceptable justification for an additional SIT period (par. C5190-B1 and *NOTE* after par. C5190 heading) includes:

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,
- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary lodging for the purpose of furnishing the temporary lodging is a TQSE expense (par. C5370-B).

C. Reimbursement ([FTR §302-7.107-110](#)). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified copies of warehouse's bills, are required for individual expenses of \$75 or more IAW par. C1310.

C5191 180 DAY SIT LIMIT EXTENSION

A. General. The maximum SIT limit of 180 days authorized in par. C5190 is generally adequate for most PDT.

B. Requirements. *Only in very limited circumstances can SIT be authorized beyond 180 days, (i.e., when the maximum SIT period is insufficient for an employee on a PCS that is interrupted by an en route TDY assignment to a location such as Afghanistan or Iraq (CBCA 875-RELO, 9 January 2008)).* A SIT extension request must be submitted by the employee's AGENCY/command to PDTATAC for determination. Documentation required is the AGENCY's/command's requesting memo, TDY and PCS orders, and the previous second 90-day SIT authorization/approval by the Service/Defense AGENCY designated official. The requesting memo must indicate the reason(s) for SIT beyond 180 days, scheduled TDY assignment duration, and the additional SIT days required by the employee.

C. Authority. PDTATAC may authorize/approve extensions of the 180-day SIT period for the TDY assignment duration, plus 90 additional days, on a case-by-case basis (**NOTE: Involving Iraq and Afghanistan**) IAW GSA Waiver Memo dated 28 June 2005.

D. Submission Process. Three submission options are available to the employee's command to request SIT beyond 180 days. Extension requests should be submitted via the AGENCY's Civilian Advisory Panel (CAP) member. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the [Per Diem Committee website](#) by clicking on the Telephone Directory Tab.

1. Email: From the AGENCY/command via email through the CAP representative to sit-extensions@dtmo.pentagon.mil.
2. Fax: COML: (703) 696-7890, DSN: (312) 426-7890
3. Mail: Per Diem, Travel and Transportation Allowance Committee
Attn: Regulatory Team
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203

E. Restrictions. In no case may the maximum time limit for SIT exceed 180 days. SIT beyond 180 days is not authorized for any reason listed in par. C5190-B2 or ICW a TCS order IAW par. C5715.

C5195 NON-TEMPORARY STORAGE (NTS)

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §§302-8.100-108)

1. Eligibility. An employee who performs PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS is eligible for NTS of HHG.
2. Agreement and Liability Conditions
 - a. Expenses for NTS of HHG at GOV'T expense may be allowed for an employee transferring to/within CONUS when the employee agrees, in writing, to remain in GOV'T service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the AGENCY concerned.
 - b. A signed service agreement for 12 months is required ICW each individual CONUS PCS.
 - c. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any GOV'T funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the GOV'T is IAW finance regulations.
3. Authority
 - a. NTS is allowed when the official designated by the Service/Defense AGENCY determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

- (1) Available housing at the PDS can accommodate the HHG,
- (2) Adequate housing is available within daily commuting distance, or
- (3) It is for the employee's convenience.

4. Exceptions. NTS ICW a PCS order to a designated isolated CONUS PDS may be subsequently approved for:

- a. Conversion of HHG in SIT to NTS,
- b. Conversion of storage at personal expense to NTS at GOV'T expense, and
- c. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at GOV'T expense.

5. Time Limitation ([FTR §302-8.108](#))

- a. NTS at GOV'T expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.
- b. Eligibility for NTS at GOV'T expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.
- c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at GOV'T expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (examples). To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.
- d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

Example 1	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-A5c)
Command approves storage extension to the 90 th day after the last day of work at the PDS:	29 November 2009 (last day of work at the PDS 31 August 2009 plus 90 days (par. C5195-A5c))

Example 2	
Storage terminates:	4 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-A5b) Employee's eligibility ended: 4 August 1 st month after the month (August) the employee's eligibility ended was: September 2 nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90 th day after the last day of work at the PDS:	2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. C5195-A5c))

6. Storage Place. The transportation officer determines the NTS location.

7. Allowable Costs. Allowable costs for NTS of HHG include:

- a. Packing,
- b. Crating,
- c. Unpacking,
- d. Uncrating,
- e. Transportation to and from storage place,
- f. Charges while in storage, and
- g. Other necessary charges directly relating to the storage.

8. Documentation

a. NTS authority must be in the PCS order.

*b. The transportation officer prepares a Service Order for Personal Property ([DD Form 1164](#)) under the [DTR 4500.9-R, Vol. IV, Ch 406, par. C](#), (<http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-406.pdf>) showing the HHG weight and date placed in NTS.

c. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. Isolated PDS Designation. Justified requests for NTS incident to a PCS order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense AGENCY for a decision.

B. HHG NTS ICW Moves to and between OCONUS Areas ([FTR §302-8.200-203](#))

1. General

a. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at GOV'T expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.

b. The conversion of HHG from SIT to NTS, at GOV'T expense, and from storage at personal expense to NTS at GOV'T expense, may be authorized/approved when the employee is authorized the conversion IAW this Volume.

2. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

- a. Employee is not authorized to transport HHG to the PDS,
- b. Employee is unable to use HHG at the PDS,
- c. Storage is authorized in the GOV'Ts best interest, or
- d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

3. Time Limitation (FTR §302-8.203)

- a. NTS, at GOV'T expense, may be authorized for a period NTE the tour of duty.
- b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.
- c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at GOV'T expense may continue until the beginning of the 2nd month after the month that eligibility ends *unless* the losing OCONUS command extends the period.
- d. The losing OCONUS command may extend the period of NTS at GOV'T expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).
- e. The employee's losing OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

Example	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-B3c) Employee's eligibility ended: 31 August 2009 1 st month after the month (August) the employee's eligibility ended was September; 2 nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60 th day after the last day of work at the PDS:	30 October 2009 (last day of work at the PDS 31 August 2009 plus 60 days (par. C5195-B3d))

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS at GOV'T expense, the following actions must be taken:

- a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:
 - (1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For an Army civilian employee: The transportation officer also must forward a DD Form 1164 copy and any amendments, and the employee's PCS order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306., and***
 - (2) The original warehouse inventory receipt.
- b. The gaining OCONUS personnel office must:
 - (1) Establish an employee NTS HHG file that:
 - (a) Is separate from official personnel records;
 - (b) Serves as a suspense file for FY funding and any subsequent HHG transportation; and
 - (c) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;
 - (2) Furnish the FY fund citation to the Transportation Officer;
 - (3) Inform the transportation officer if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

- (4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.
5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.
6. Removing HHG from NTS
 - a. Partial or Full Removal. An employee, whose HHG are in NTS at GOV'T expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.
 - b. GOV'T-paid Expenses. The GOV'T is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:
 - (1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and
 - (2) Return transportation is authorized by this Volume for the employee.
 - c. Employee-paid Expenses
 - (1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C5450-A.
 - (2) When the employee earns return transportation at GOV'T expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at GOV'T expense.
 - (3) Example. After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent.
 - d. Documentation. Paid expense receipts of \$75 or more are required.
 - e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at GOV'T expense prior to receiving a new PCS order.
- C. NTS of HHG for a DoDDS Employee ([FTR §302-8.300-301](#))
 1. Storage between School Years
 - a. NTS of HHG is not allowed for a DoDDS employee who is separated from the rolls during the summer recess.
 - b. NTS between school years may be authorized for a DoDDS employee on a school-year basis if the:
 - (1) DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;
 - (2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;
 - (3) DoDDS employee meets the eligibility conditions for NTS; and

(4) Storage is in lieu of:

(a) GOV'T QTRS occupancy,

(b) A QTRS allowance (20 USC §905(c)) ***NOTE: If a QTRS allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs., or***

(c) Any other HHG storage to which that DoDDS employee is authorized by this Volume through employment in another position during any recess period between school years.

c. If the DoDDS employee does not report for duty at the next school year beginning, the employee is financially responsible for:

(1) Commercial storage costs (including related services), or

(2) The value of the storage furnished (including related services) if the HHG were stored in a GOV'T facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

a. May be authorized/approved by the AO if it is in the GOV'Ts best interest;

b. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;

c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;

d. Cannot exceed the applicable weight allowance for which there is authority in this Volume;

e. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:

(1) Report for duty at the OCONUS PDS when leave without pay ends, or

(2) Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

PAGE LEFT BLANK INTENTIONALLY

SECTION 2: OCONUS POV TRANSPORTATION

(Section 3 for intra-CONUS POV transportation.)

C5208 ELIGIBILITY

A. General. Commanding officers/designated representatives:

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at GOV'T expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD travelers.
3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

B. Criteria

1. One POV may be transported at GOV'T expense when it is in the GOV'T's interest for the traveler to have POV use at the PDS.
2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the GOV'T's interest for the traveler to have POV use at the PDS.
3. A written record of any determination must be filed IAW personnel directives.

C. Conditions. A determination/re-determination that it is "in the GOV'T's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the traveler's and immediate family's convenience.
2. Local conditions make it desirable for the traveler to have a POV.
3. POV use by the traveler contributes to the effectiveness in the traveler's job.
4. The POV type is suitable in the local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the traveler has agreed to serve at that PDS.

D. Travelers Assigned to Johnston Island

1. A traveler, assigned to Johnston Island, may transport one POV at GOV'T expense from the port/VPC serving the old PDS to the port/VPC serving Hawai'i if Hawai'i is the location at which dependents are to reside during the specified tour of duty.
2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawai'i to:
 - a. The port/VPC serving the new PDS, or
 - b. An alternate port/VPC.
3. The traveler is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawai'i to the port/VPC from which the POV was originally transported to Hawai'i.

C5212 AUTHORIZATION

A. Transportation Not Authorized. POV transportation is not authorized when:

1. The employee/dependents(s) can drive the POV to the PDS over hard-surfaced all-weather highways, including ferries. However, the Agency may authorize POV transportation when it is to the GOV'T's advantage IAW par. C5208. Par. C2166 concerns ocean-going car ferry use.
 2. The local GOV'T:
 - a. Prohibits POV importation; or
 - b. Applies restrictions on such POV importations;
 3. Pertinent DoD component regulations prohibit/advise against the transportation of a POV to the PDS involved. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to Hawai'i under par. C5208-D;
 4. A POV is purchased in a non-foreign OCONUS area by a traveler not permanently assigned in that non-foreign OCONUS area at the time of the purchase, unless the POV is a replacement at the non-foreign OCONUS PDS. This item prohibits only the transportation at GOV'T expense incident to the traveler's PCS following vehicle purchase; or
 5. A traveler is recruited at an OCONUS location for duty at the traveler's first PDS which is in CONUS.
NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS, from an OCONUS PDS and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the GOV'T's interest for the employee to have had a POV at the OCONUS PDS ([68 Comp. Gen. 258 \(1989\)](#)).
- Example 1.** A traveler residing in Hawai'i, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.
- Example 2.** A traveler residing in Hawai'i, who was hired locally and is later transferred from the Hawai'i PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the GOV'T's interest for the employee to have a POV at the Hawai'i PDS.
- Example 3.** An employee, initially hired while living in Hawai'i for duty at a PDS in Hawai'i and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the GOV'T's interest for the employee to have a POV at the Hawai'i PDS.
- Example 4.** An employee, initially recruited from Puerto Rico to work in Hawai'i and is then transferred from Hawai'i to a CONUS PDS, is authorized POV transportation from Hawai'i to CONUS if previously authorized POV transportation from Puerto Rico to Hawai'i or if it was in the GOV'T's interest for the employee to have the POV in Hawai'i.
6. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. C5208 or C5550, unless determined that it is in the GOV'T's interest ([CBCA 827-RELO, 4 October 2007](#)).

B. Transportation Authorized. POV Transportation may be authorized when a traveler:

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;
2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;

3. Completes a tour(s) of duty at an OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to Hawai'i IAW par. C5208-D, and the traveler is returning through transfer, or upon separation from service after completion of a tour of duty, to CONUS;
4. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the GOV'T's interest for the traveler to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawai'i IAW par. C5208-D, and the traveler is returning through transfer for the GOV'T's convenience and not at personal request;
5. At an OCONUS PDS where it was initially in the GOV'T's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to Hawai'i IAW par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the GOV'T's interest for the traveler to have a POV at the new PDS, and the traveler requests transportation of a POV to CONUS;
6. Is stationed at an OCONUS PDS where initially it was not in the GOV'T's interest for the traveler to have a POV and due to changed circumstances at the station, it is later determined that it is in the GOV'T's interest for the traveler to have a POV there and the traveler has signed a service agreement as provided in par. C5550; or
7. Is stationed at an OCONUS PDS where initially it was in the GOV'T's interest for the traveler to have a POV and due to changed circumstances the determination is rescinded. In such cases, the traveler may elect either to keep the POV at the PDS or have it shipped back at GOV'T expense to the port/VPC serving the actual residence.

C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at GOV'T expense is:
 - a. Limited to over-water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
 - c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. (If assigned to Johnston Island, par. C5208-D.)
2. *Shipment may not be authorized at GOV'T expense between CONUS port/VPCs for the traveler's convenience.*
3. Transportation at GOV'T expense includes port-handling charges for readying the POV for:
 - a. Shipment at the loading port/VPC, and
 - b. Use at the unloading port/VPC.
4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Alternate Ports

1. Transportation at GOV'T expense is authorized between the port/VPC serving the origin point and the port/VPC serving the traveler's new PDS. For an employee assigned to Johnston Island, transportation at GOV'T expense is to the point authorized in par. C5208-D.

Part E: POV Transportation/Section 2: OCONUS POV Transportation

2. A POV may be transported to an alternate designated port. The GOV'T's transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS. For an employee assigned to Johnston Island, the GOV'T's transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. C5208-D.
3. When an employee is authorized to return a POV at GOV'T expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in Hawai'i to which it was transported under par. C5208-D.
4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The GOV'T's transportation cost liability is NTE the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (new PDS or actual residence).
5. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (APP A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

C. Transportation to/from Ports/VPCs

1. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DoD component must pay the entire cost of transporting the POV from the:
 - a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or
 - b. Port/VPC to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS.
2. Traveler Pays for POV Transportation to/from Port/VPC. Reimbursement is:
 - a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
 - b. Limited to the actual cost of having the POV transported between the:
 - (1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC,
 - (2) Port/VPC and the traveler's new OCONUS PDS, or
 - (3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.
3. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC (FTR §302-9-104)
 - a. Per Diem Not Allowed. *Per diem is not authorized when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV.*
 - b. Status. Administrative Leave and duty status incident to a PCS is addressed in DoD Manual 1400.25-M, December 1996, SC630 (<http://www.dtic.mil/whs/directives/corres/html/140025m.htm>).
 - c. Overall Reimbursement Limitation. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.

Part E: POV Transportation/Section 2: OCONUS POV Transportation

d. Reimbursement Limitations. Reimbursement is limited to the one-way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:

- (1) Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
- (2) Port/VPC to the traveler's new OCONUS PDS, or
- (3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

e. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate in par. C2505 for one-way travel for the official distance traveled (as appropriate):

- (1) To the port/VPC to deliver the POV, and
- (2) From the port/VPC after reclaiming the POV.

f. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

- (1) From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and
- (2) To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

g. Reimbursement Examples. The employee's one-way PCS MALT and transportation expenses are reimbursed NTE par. C5216-C3c cost limitations.

- (1) The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35 from the port/VPC plus a \$3 tip to the driver. ***A transportation related tip is reimbursable IAW APP G.*** Pay the employee \$.165/mile x 200 miles = \$33 PCS MALT and \$38 for between port/VPC and airport transportation = 71.
- (2) The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is \$150 (airfare), taxi from the airport to the port/VPC - \$30 including a \$5 tip is \$185; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x \$.165/mile = \$82.50. Pay the employee \$267.50 for the one-way transportation costs of \$185 and one-way PCS MALT of \$82.50.

NOTE: City-pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.

4. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in APP A.

a. Driving Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS MALT rate in par. C2505 from the:

- (1) Traveler's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the traveler travels there to drop off dependents);
- (2) Passenger POE (where the traveler drops off dependents) to the port/VPC;

Part E: POV Transportation/Section 2: OCONUS POV Transportation

(3) Port/VPC where the POV is reclaimed to the passenger POD (if the traveler returns there to pick up dependents);

(4) Port/VPC or passenger POD (if the traveler returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

b. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:

(1) the transportation cost for the traveler or the traveler and dependents, from the vehicle loading port/VPC to which the traveler delivers the POV, to the passenger POE; or

(2) PCS MALT from the POE, at which the traveler drops off dependents, to the vehicle loading port/VPC to which the traveler delivers the POV, and the traveler's return transportation to the POE;

(3) the transportation cost for the traveler or traveler and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or

(4) the traveler's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the traveler returns there to pick up dependents.

C5220 CIRCUMSTANCES**A. Transfer or Assignment between OCONUS PDSs**

1. If the traveler does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at GOV'T expense provided the maximum amount the GOV'T pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawai'i for an employee assigned on Johnston Island whose dependents reside in Hawai'i.

2. If, due to changed circumstances at a PDS, it is no longer in the GOV'T's interest for the traveler to have a POV at the PDS, the traveler may transport it at GOV'T expense to another OCONUS PDS to which the traveler is transferred if it is in the GOV'T's interest for the traveler to have the POV there.

3. Upon completion of a tour of duty at the new PDS the traveler may ship the POV at GOV'T expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the GOV'T may not pay more than the transportation cost from the place to which it was last transported at GOV'T expense.

B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS. If the traveler, for reasons unacceptable to the DoD component concerned, fails to complete the tour of duty at the PDS from which the traveler is being transferred, and the traveler is not being transferred for the GOV'T's convenience, the GOV'T may not pay for POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV. In the latter case, the GOV'T may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

C. Agreement Not Completed and Traveler Returns to CONUS for Separation

1. If the traveler, for reasons unacceptable to the DoD component concerned, failed to complete the tour of duty at the PDS from which the traveler is separating, the GOV'T may not pay the cost of POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV. In the latter case, the GOV'T may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

Part E: POV Transportation/Section 2: OCONUS POV Transportation

2. If the POV is transported to a location other than the port/VPC serving the actual residence, the GOV'T may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the GOV'T

1. A traveler, separating either because the agreed minimum period of service has been completed or for reasons acceptable to the GOV'T, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at GOV'T expense to the port/VPC serving the traveler's actual residence established at the time of appointment or transfer to the PDS.

2. POV transportation may be authorized to an alternate destination anywhere in the world, but the GOV'T's POV transportation cost may not exceed the cost from the port/VPC serving the traveler's OCONUS PDS to the port/VPC serving the traveler's actual residence.

3. Any excess costs are the traveler's financial responsibility ([65 Comp. Gen. 468 \(1986\)](#)).

C5224 SHIPMENT METHODS**A. GOV'T-arranged POV Transportation**

1. The transportation officer determines the transportation mode.

*2. Shipment procedures must be IAW [DTR 4500.9-R, Part IV, Chapter 408](#) (http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_408.pdf)

B. Traveler-arranged POV Transportation ([FTR §302-9.142](#) [§302-9.207](#))

1. If POV transportation is authorized at GOV'T expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.

2. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:

- a. The Status of Forces Agreement (SOFA),
- b. Use of U.S. carriers,
- c. Import/export processes, and
- d. Tariffs, customs, etc.

3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

C5228 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

When PCS travel by POC is authorized as being to the GOV'T's advantage, and the traveler must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non-workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed ([B-170850, 31 December 1970](#));

2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been

delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival ([B-179493, 15 January 1974](#)).

C5232 REPLACEMENT POV TRANSPORTATION

Effective for POV shipments on or after 1 November 2003

A. General. When a POV, transported at GOV'T expense to an OCONUS area or to Hawai'i for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the conditions in pars. C5232-B or C5232-C are met.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

1. Beyond the traveler's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
2. Acceptable to the DoD Component concerned.

C. Non-emergency Replacement. Non-emergency POV replacement may be authorized when:

1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)); and
2. It is in the GOV'T's interest that the traveler continues to have a POV at the OCONUS PDS.

D. Limitations

1. One emergency replacement POV may be transported at GOV'T expense within any 4-year continuous service period.
2. One non-emergency replacement POV may be transported at GOV'T expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION

A. Eligibility. If it is necessary to evacuate the traveler and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at GOV'T expense to the PDS under this Part, or
2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the GOV'T's interest."

B. Location. POV storage may be at a place determined to be reasonable by the DoD Component concerned whether the POV is already located at, or being transported to, the post of duty ([FTR, §302-9.401](#)).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV include:
 - a. Necessary expenses for actual storage,

- b. Readyng the POV for storage and for return to the traveler after the emergency has ended,
 - c. Local transportation expenses to and from storage, and
 - d. Other necessary expenses relating to storage and transportation.
2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

PAGE LEFT BLANK INTENTIONALLY

SECTION 3: CONUS POV TRANSPORTATION**C5240 GENERAL**

A traveler transferred in the GOV'T's interest or a new appointee or student trainee relocating to the first CONUS PDS may be authorized to have POV(s) transported at GOV'T expense when authorized/approved as being to the GOV'T's advantage (particularly financial advantage).

NOTE: Par. C7470 explains authority to reimburse a traveler with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.

C5244 AUTHORIZATION

A. General. Commanding officers/designated representatives who assign travelers in CONUS are delegated authority to determine a traveler's, new appointee's, or student trainee's eligibility to transport a POV(s) at GOV'T expense when:

1. Both the old PDS (or actual residence of a new appointee or student trainee) and new PDS are within CONUS; and
2. *It has been determined IAW pars. C5244-A2a through C5244-A2d that it is more advantageous and cost effective to the GOV'T to transport the POV(s) to the new PDS at GOV'T expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or more POC(s) to the new PDS. Costs to be considered are*
 - a. Cost of POC travel; and
 - b. Cost of transporting the POV(s); and
 - c. Cost of travel if the POV(s) is/are transported; and
 - d. Productivity benefit from the traveler's accelerated arrival at the new PDS.

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the traveler is transferred, or
2. Actual residence for a new appointee or student trainee.

C. Towing Equipment Cost. When transportation of a POV at GOV'T expense is authorized/approved, an employee may be reimbursed the cost of towing equipment/car carrier used for transporting the POV to the new PDS ([GSBCA 16412-RELO, 16 July 2004](#)). ***NOTE: Mileage reimbursement is not allowed for the towed vehicle - [GSBCA 15308-RELO, 7 July 2000](#).***

C5248 SHIPMENT METHODS

*A. GOV'T-arranged POV Transportation. The transportation officer determines the transportation mode. The procedures for shipment must be IAW the DTR [DTR 4500.9-R, Part IV, Chapter 408](#) (http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_408.pdf).

B. Traveler-arranged POV Transportation (FTR §302-9.142 §302-9.207). If POV shipment is authorized at GOV'T expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from the port/VPC serving the authorized origin point to the port/VPC serving the authorized destination.

C. Transporting a Specially Equipped Automobile between CONUS PDSs (64 Comp. Gen. 30 (1984))

1. The transportation cost for a specially equipped automobile used by a “traveler with a disability” (par. C7455) between CONUS PDSs may be:

- a. Arranged by the DoD component on behalf of the traveler, or
- b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

- a. Is cost beneficial ***NOTE: This is the primary consideration.***,
- b. Constitutes a reasonable accommodation to the traveler, and
- c. Does not impose undue hardship on the DoD component’s personnel relocation program.

SECTION 2: TQSE ACTUAL EXPENSE (TQSE(AE))

C5360 TQSE(AE) OPTION

A. General. TQSE(AE) is an actual expense allowance based on the:

1. \$116 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2009), or
2. PDS locality (not the lodging location) [per diem rate](#) for temporary lodging occupied in OCONUS localities.

B. AEA. *AEA (Ch 4, Part C) may not be authorized/approved for TQSE(AE).*

C5362 AUTHORITY

A. General. The AO, *not the employee*, determines if TQSE(AE) is necessary.

B. Considerations. Before authorizing TQSE(AE), the following factors must be considered. TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and
2. Authorization is determined on a case-by-case basis.

C5364 LIMITATIONS

A. Payment Limitation. *Under no circumstances may TQSE(AE) be paid for more than a total of 120 days.*

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (*i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved*). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):

a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:

- (1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;
- (2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); ([GSBCA 15455 -RELO, 26 June 2001](#), [GSBCA 16646 -RELO, 8 August 2005](#), and JTR, par. C5354-B1c).
- (3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;
- (4) Sudden illness, injury, or death of the employee or of an immediate family member; and
- (5) Similar factors.

- b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.
- c. TQSE(AE) period extensions are not automatic and must be held to a minimum.
- d. *TQSE(AE) must never be paid for more than a total of 120 days.*

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel regulations.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. C5354-B applies, from the date the HHG are delivered.

C5366 ELIGIBILITY PERIOD

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

- 1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS order.
- 2. Must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

B. Temporary Lodging Occupancy Time Period

- 1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.
- 2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:
 - a. Travel between the old and new PDS (actual travel time);
 - b. Necessary official duties such as an intervening TDY assignment/military duty; or
 - c. Non-official necessary interruptions such as hospitalization, approved leave (sick, not annual), or other reasons beyond the employee's control that are acceptable to the AO.
- 3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. C5366-B2 above:
 - a. The absence period is excluded from the authorized time for temporary lodging occupancy;
 - b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and
 - c. Eligibility continues for the balance of the authorized time, if necessary.
- 4. Temporary Lodging Occupancy Interrupted by Official Travel
 - a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.

b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, NTE the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.

c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging ([69 Comp. Gen. 72 \(1989\)](#)).

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or a dependent occupies permanent private sector housing, or
2. Authorized time period expires,

whichever occurs first.

C5368 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C5368-A2 and C5368-A3.

2. Receipts. Receipts are required for:

- a. Lodging costs paid, showing location, dates, and by whom occupied;
- b. Any single expense of \$75 or more (including a single meal expense of \$75 or more).

3. Supporting Statement. The supporting statement must include:

- a. The cost of each meal, for each day, by date, and where and by whom consumed;
- b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and
- c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

B. Submitting TQSE(AE) Claims. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>, is used to document TQSE expenses for reimbursement.

C5370 PAYMENT

A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
 - a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. C5366);
 - b. A reasonable amount; and

c. Substantiated.

3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid (par. C5352-D4).

a. Example 1. An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary lodgings with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation, including required receipts, for any individual grocery/meal expense of \$75 or more to determine the appropriate reimbursement, IAW par. C1310-A2.

b. Example 2. An employee was authorized TQSE for 45 days at the new PDS and utilized temporary lodgings without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of \$75 or more to determine the appropriate reimbursement IAW par. C1310-A2.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign OCONUS area, the value added tax (VAT) relief certificate cost if the certificate is used to avoid paying the lodging taxes);

2. Meals and/or groceries;

3. Fees and tips incident to meals and lodging;

4. Laundry;

5. Cleaning and pressing of clothing;

6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging ([B-217435, 29 August 1985](#)), **NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.**; and

7. The cost of moving the HHG from the temporary lodging to permanent private sector housing ([B-217435, 29 August 1985](#)).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

D. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative - with or without charges - the *official* traveler may be reimbursed for additional *lodging* costs the host incurs in accommodating the traveler if the traveler *can* substantiate the costs and the AO determines the costs *are* reasonable. **The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount** ([GSBCA 16836-RELO, 5 June 2006](#)). A traveler, who lodges with a friend or relative, is authorized the old/new PDS M&IE rate, as appropriate, *if otherwise eligible*.

NOTE: If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply ([GSBCA 14398-TRAV, 24 Feb 1998](#)).

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the DD Form 2912, "Claim for TQSE" (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>).

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.

2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, *unless* TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day ([FTR §302-6.110](#)). Par. C5358 explains limitations on duplication of allowances.

3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.

4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

*G. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodgings. When an employee on PCS at the old and/or new PDS rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as lodgings, per diem is computed IAW par. C4553, and par. C4559 when a recreational vehicle is used for lodging ([50 Comp. Gen. 647 \(1971\)](#), [52 id. 730 \(1973\)](#), [CBCA 1573-RELO, 17 November 2009, B-191831, 8 May 1979, B-215055, 7 February 1985](#), and [GSBCA 15289-RELO, 1 February 2001](#)). A mobile home that becomes/is/is to become the PDS permanent residence cannot also be used as a temporary residence.

1. Allowable Expenses. Mobile home lot or marina rental space for the mobile home; utilities connection and disconnection costs for electricity, fuel oil, natural gas, sewer, trash, and water service; and mandatory GOV'T-assessed fees (i.e., local, state, or federal).

2. Computation Rules. *Step 1*: Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. *Step 2*: Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.

a. Example 1. The employee claimed \$300 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - \$200, utilities - \$60, and mandatory GOV'T fees - \$40. The actual TQSE daily lodging cost is \$15 (\$300/20 days), which is less than the Standard CONUS lodging rate. The employee is paid \$300 (\$15/day x 20 days) for lodging during the authorized TQSE period.

b. Example 2. The employee claimed \$500 for 40 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - \$350, utilities - \$90, and mandatory GOV'T fees - \$60. The actual TQSE daily lodging is \$12.50 (\$500/40 days), which is less than the Standard CONUS lodging rate. The employee is paid \$375 (\$12.50/day x 30 days) for lodging during the authorized TQSE 30-day period.

3. Reimbursement Limitation. The factors below may affect the employee's TQSE reimbursement involving mobile home use.

a. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1 when the mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary lodgings) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary lodgings expenses. If the employee's primary residence is/is to become the mobile home that is being used as a temporary residence, par. C5750-B4 applies, do not pay TQSE.

b. TQSE may be authorized at the new PDS when the mobile home is the temporary residence while the employee is seeking a permanent residence other than the mobile home. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1. Mobile home transportation is limited to the geographic points listed in par. C5260.

C5372 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodgings-Plus' or fixed-amount basis) are deducted from the first authorized 30-day TQSE(AE) period (Ch 5, Part M - HHT). For example, if an employee is:

- a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 day TQSE(AE) period;
- b. Paid for 6 days of a HHT, then deduct 6 days from the first authorized 30 day TQSE(AE) period; or
- c. Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 day TQSE(AE) period.

Examples

1. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 60 days TQSE(AE). 9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE)) period.

First 21 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C5372-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

Employee was authorized an additional 60 days TQSE(AE) under par. C5364-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. C5370-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the 2nd 30 days.

NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).

2. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE). 5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.

Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

27 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. C5624-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C5624-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a HHT.

4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. C5624-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Fixed Amount) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT (Fixed Amount) is paid under par. C5624-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C5624-B2a) and 25 days TQSE(F) for the employee and dependents. 8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(F) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Fixed Amount) as indicated in par. C5624-B2a and TQSE(F) for 25 days as indicated in par. C5392.

NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT ('Lodgings-Plus' Method) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary lodging was occupied.

6. Initially Authorized a 10-day HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. C5364-B2. 10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days. Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).

First 20 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:
 - a. CONUS. *\$116*, Standard CONUS per diem rate (*effective 1 October 2009*).
 - b. OCONUS (non-foreign OCONUS and foreign areas). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied.
 - c. First 30 Days
 - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
 - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.
 - (3) Dependent Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.
 - (4) Dependent under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$116) in pars. C5372-A2a through C5372-A2d are \$116, \$87, \$87, and \$58, respectively, if the temporary lodging is occupied in CONUS.

- d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:
 - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
 - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.
 - (3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.
 - (4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$116) in pars. C5372-A2a through C5372-A2d are \$87, \$58, \$58, and \$46.40 respectively.

- e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (*never to exceed an additional 60 days*), the additional days must be computed at the same rates allowed for the second 30-day period in par. C5372-A2d above. ***The total time period for which TQSE(AE) may be paid may never exceed 120 days.***

B. Computation Examples

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$116) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate when temporary lodging is located OCONUS. *AEA (Ch 5, Part M) may not be authorized/approved for TQSE(AE).*

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
\$116 (Eff 1 October 2009)				
Employee or Unaccompanied Spouse	\$116	\$116	\$116 x 75%	\$87.00
Accompanying Spouse	\$116 x 75%	\$ 87	\$116 x 50%	\$58.00
Dependent 12 and older	\$116 x 75%	\$ 87	\$116 x 50%	\$58.00
Dependent under 12	\$116 x 50%	\$ 58	\$116 x 40%	\$46.40

2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable maximum TQSE(AE) equals \$116 times 5 days (\$580). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is \$223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., \$600), TQSE(AE) is limited to \$580. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

3. TQSE(AE) Example 2. The AO authorizes TQSE(AE) for NTE 60 days. An employee's dependent delays temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependent. This applies when the employee and dependent occupy temporary lodging at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, NTE allowable, travel time is excluded (i.e., the TQSE(AE) clock 'stops' for the en route travel). **NOTE: This is true for PCS or TCS travel.**

5. TQSE(AE) Example 4. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependent remains in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependent continued temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

6. TQSE(AE) Example 5. An employee travels to a new PDS, en route for 5 days. Temporary lodgings were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period ([B-247061, 6 May 1992](#)).

7. TQSE(AE) Example 6. An employee travels to the new PDS, en route for 5 days. Temporary lodgings were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per

diem rate for the 5 days/4 nights is \$116 (\$70/ \$46) and the TQSE(AE) monthly lodging cost at the new PDS is \$900/month. The employee's actual TDY lodging cost \$60 times 4 nights (\$240) making \$240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of \$30/day (\$900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodgings would have resulted in a TQSE(AE) lodging charge of \$45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days ([GSBCA 16430-RELO, 13 October 2004](#)).

PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)

C5700 GENERAL (FTR §§302-3.404, 302-3.500, 302-3.502)

An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months) (FTR §302-3.406). *The long-term temporary assignment location becomes the employee's temporary official station* (FTR §302-3.411).

C5705 ELIGIBILITY (FTR §302-3.402)

A. Assignment. A TCS assignment may be considered only if:

1. The employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
2. The assignment is not less than 6 months or more than 30 months;
3. TDY travel and per diem otherwise are payable; and
4. The AO determines TCS is more advantageous than TDY IAW par. C5710.

NOTE: A service agreement is not required for a TCS move.

B. Employee (FTR §302-3.403). Each employee is eligible for a TCS except a/an:

1. New appointee;
- *2. An individual employed intermittently in the Government service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
3. Individual serving without pay or at \$1 a year;
4. Employee assigned under the GOV'T Employees Training Act (5 USC §4109) (par. C4630); or
5. Employee assigned to/from a State or local GOV'T under the Inter-Governmental Personnel Act (5 USC §3372) (par. C7000).

C. Service Agreement (FTR §302-3.410). A service agreement is not necessary to qualify for a TCS as stated in par. C5705-A.

C5710 CONDITIONS

A. Component Cost Considerations (FTR §302-3.401). An AO may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance. The estimated TCS and TDY costs must be compared and considered.

B. Employee Tax Consideration (FTR §302-3.502)

1. An employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. A traveler should contact state and local authorities concerning potential income tax.
2. An employee who performs a TCS is subject to income tax on some, but not all, of the TCS reimbursements, and receives a RIT allowance.

3. TCS should be considered if an extended TDY results in an un-reimbursable income tax liability on an employee.

C. Employee Concerns. Consider the possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance, and other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. Consider the financial inequity that results when a long-term TDY employee lives in a manner similar to a permanently assigned employee while receiving TDY allowances.

E. Assignment Length

1. Assignment less than 6 Months (FTR §302-3.407). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short *for reasons other than separation from GOV'T service*, TCS expenses are paid.

2. Assignment more than 30 Months (FTR §302-3.408). If the assignment exceeds 30 months, the employee:

(a) Must be permanently assigned to the temporary official station *or* returned to the previous official station;

(b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and

(c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

C5715 TCS ALLOWANCES (FTR §§302-3.412, 302-3.413)

A. Basic Allowances. *TDY travel and transportation allowances including per diem are not paid while at the TCS location*. An employee is authorized:

1. MALT, if a POC is used (par. C5050);
2. Employee's travel and transportation expenses (par. C5060-E for per diem);
3. Transportation and dependent per diem (Ch 5, Part C);
4. HHG transportation and storage-in transit (Ch 5, Part D);
5. MEA (Ch 5, Part G);
6. Mobile home transportation instead of HHG transportation (Ch 5, Part F);
7. POV(s) transportation (Ch 5, Part E); and
8. RIT allowance (Ch 5, Part N).

NOTE: AEA (Ch 4, Part C) may not be authorized/approved for a TCS.

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (Ch 5, Part M);

2. TQSE, while occupying temporary lodging (Ch 5, Part H);
3. NTS of HHG *when necessary during the assignment* (FTR §§302-3.414, 302-3.415, 302-3.416, and 302-3.417) (Ch 5, Part D).
 - a. HHG may be in NTS for the TCS duration.
 - b. The transportation officer determines the NTS location.
 - c. The total weight of HHG stored plus the weight of HHG transported cannot exceed 18,000 pounds. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 pounds; and
4. Property Management Service for the Employee's Residence at the Old PDS for the TCS Duration. Ch 5, Part Q. (FTR §§302-3.418, 302-3.19, 302-3.420).

NOTE: PM service may be authorized only for a residence at the employee's PDS in CONUS or in a non-foreign OCONUS area from which the employee was assigned to the TCS location ([GSBCA 16138-RELO, 30 September 2003](#)).

- C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5715-A and C5720-B, except property management services (par. C5720-B6) and a HHT (par. C5720-C1) when returning to the original PDS (FTR §302-3.422).
- D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §§302-3.426, 302-3.427, 302-3.428, and 302-3.429)

- A. Allowance Duration. TCS allowances (par. C5415) stop on the day the temporary official station becomes the PDS.
- B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:
1. Travel, including per diem for the employee (par. C4553-B), and dependent (Ch 5, Part C) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;
 2. Transportation and per diem (Ch 5, Part C) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
 3. TQSE while occupying temporary lodging (Ch 5, Part H) *may be authorized but is not mandatory* in extraordinary circumstances;
 4. Real estate expenses (Ch 5, Part P);
 5. Residence-related relocation service expenses (Ch 5, Part Q);
 6. Property management expenses (Ch 5, Part Q);
 7. Transportation of HHG not previously transported to the temporary official station (18,000 pound maximum applies);

8. Transportation of POVs not previously transported, if authorized, in Ch 5, Part E (for a CONUS to CONUS TCS being converted to a PCS); and

9. Short distance HHG move (NTE 18,000 pounds) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station, and

2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

NOTE: Per diem is not payable at the TCS location.

C5725 SEPARATION FROM GOV'T SERVICE (FTR §§302-3.423, 302-3.424, and 302-3.425)

A. After Long-term Assignment. An employee who separates (retires/resigns) from GOV'T service after long-term temporary assignment completion is authorized the same PCS expenses that are payable had the employee not separated from GOV'T service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, PCS allowances, on a constructed basis, are allowed NTE the amount that would have been paid incident to return to the PDS.

B. Before Long-term Assignment Completion. An employee who separates from GOV'T service prior to long-term temporary assignment completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (par. C5425-B) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

CHAPTER 7

TRAVEL UNDER SPECIAL CIRCUMSTANCES

Paragraph Title/Contents

PART A: IPA MOBILITY PROGRAM

- C7000 TEMPORARY ASSIGNMENT OF AN EMPLOYEE BETWEEN THE FEDERAL GOV'T AND A STATE OR LOCAL GOV'T OR INSTITUTION OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM**
- A. General
 - B. Authority
 - C. Allowable Travel and Transportation Reimbursement
 - D. Time Limitation
 - E. IPA Mobility Program

PART B: MISSING PERSONS CASES

- C7085 GENERAL**
- A. General
 - B. Requirements
- C7090 CONDITIONS**
- A. Dependent Defined
 - B. HHG and Personal Effects Transportation
 - C. POV Transportation
 - D. Travel and Transportation Allowed
 - E. Employee in an Injured Status

- C7095 RESPONSIBILITY**

PART C: CIVILIAN ESCORTS AND ATTENDANTS

- C7100 ESCORT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1036)**
- C7105 ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1040)**
- C7110 ATTENDANT/ESCORT FOR A UNIFORMED SERVICE MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS**
- C7115 ATTENDANT/ESCORT FOR AN ACTIVE DUTY UNIFORMED SERVICE MEMBER (PATIENT)**
- A. DoD Civilian Employee
 - B. Non-DoD Gov't Employee
 - C. Another Civilian

PART D: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)

- C7150 APPLICABILITY**
- A. Application
 - B. Policy

<u>Paragraph</u>	<u>Title/Contents</u>
C7155	AUTHORIZATION A. Payment Authority B. Eligibility
C7160	RESPONSIBILITIES A. DoD Component Responsibilities B. Interviewee Responsibilities
C7165	REIMBURSEMENT A. Allowable Expenses B. Expenses Not Allowed
C7170	FUND SOURCE A. Travel Expense Payment B. Sources Not Allowed
C7175	REIMBURSEMENT CLAIM A. Fraudulent Claim B. Receipt and Record Maintenance C. Travel Voucher Preparation and Submission

PART E: TRAVEL AT NO EXPENSE TO THE GOV'T

C7200	GENERAL A. Policy B. Employee Status C. Travel Documentation
--------------	--

PART F: REPATRIATION TRANSPORTATION

C7250	FOR OTHER THAN ARMY CIVILIAN MARINE PERSONNEL A. Conditions B. Reimbursement Requirement
C7255	FOR ARMY CIVILIAN MARINE PERSONNEL A. Coverage B. Classes I and II Repatriates C. Assistance Furnished

PART G: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)

C7300	GENERAL
C7305	ELIGIBILITY
C7310	POLICY
C7315	DELEGATION OF AUTHORITY
C7320	PROCEDURES FOR EVALUATING RISK TO A THREATENED INDIVIDUAL

C7325	ELIGIBILITY CONDITIONS AND LIMITATIONS <ul style="list-style-type: none">A. Limits on Duration of Temporary Living AccommodationsB. Temporary Living Accommodations Location
C7330	SUBSISTENCE PAYMENTS <ul style="list-style-type: none">A. Expenses CoveredB. Allowable Lodging CostsC. Allowable Meal ExpensesD. Maximum Allowable AmountE. Itemization and Receipts
C7335	TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED DUTY STATION
C7340	AUTHORIZATIONS AND CLAIMS PAYMENT
C7345	FUNDS ADVANCES

PART H: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301)

C7350	GENERAL
C7355	DoD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION
C7360	EMPLOYEE RESPONSIBILITY AND DOCUMENTATION
C7365	DEFINITIONS <ul style="list-style-type: none">A. Official Station/PDSB. Alternate LocationC. Employee's Incapacitating Illness or InjuryD. FamilyE. Personal Emergency SituationF. Serious Illness or Injury of Family MemberG. Fire, Flood, or Act of God
C7370	EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY <ul style="list-style-type: none">A. Per Diem Continuation at the Interruption PointB. Return to Official Station or HomeC. Travel to an Alternate Location and Return to the TDY Assignment
C7375	PERSONAL EMERGENCY SITUATION <ul style="list-style-type: none">A. Return to PDS or HomeB. Travel to an Alternate Destination and Return to the TDY AssignmentC. Discount Airfare UseD. Return to the PDSE. Travel to an Alternate Destination

PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

- C7400 GENERAL**
A. Application
B. Reimbursement
- C7405 DEFINITION OF TERMS**
A. Member of Congress
B. Congressional Employee
C. Secretary Concerned
- C7410 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES**
- C7415 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES**

PART J: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY OR A SPECIAL NEED (FTR §301-13)

- C7450 POLICY, APPLICABILITY, AND GENERAL RULES (FTR §301-70.400)**
A. Policy
B. Applicability
C. General Rule
- C7455 DEFINITIONS**
A. Employee with a Disability
B. Disability
C. Physical/Mental Impairment
D. Major Life Activities
E. Substantially Limits
F. Has a Record of Such an Impairment
G. Is Regarded as Having Such an Impairment
H. Employee with a Special Need
- C7460 ALLOWABLE EXPENSES**
- C7465 EMPLOYMENT OF PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/SPECIAL NEED**
- C7470 TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs**

PART K: EMPLOYEE MEDICAL TRAVEL

- C7500 MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS**
A. General
B. Eligibility
C. Required Health Care Determination
D. Authorized Health Care
E. Unauthorized Health Care
F. Designated Point

C7505	MEDICAL TRAVEL ADMINISTRATION <ul style="list-style-type: none">A. Applicable RegulationsB. OrderC. FundingD. Excess Costs AgreementE. Premium Class Accommodations
C7510	TRANSPORTATION <ul style="list-style-type: none">A. GeneralB. Limitation
C7515	PER DIEM <ul style="list-style-type: none">A. GeneralB. Maximum Number of DaysC. Elective DestinationsD. Hospital StaysE. Dental CareF. Obstetric CareG. Newborn InfantH. Per Diem Rates
C7520	EXCESS ACCOMPANIED BAGGAGE
C7525	SAMPLE EXCESS COST AGREEMENT
C7530	ATTENDANTS/ESCORTS <ul style="list-style-type: none">A. DefinitionB. DeterminationC. AppointmentD. Travel AllowancesE. Attendant Compensation AgreementF. Attendant Per DiemG. Non-Concurrent Attendant Travel

PART L: FAMILY VISITATION TRAVEL (FVT)

C7550	GENERAL <ul style="list-style-type: none">A. PurposeB. Discretionary AllowanceC. Legal AuthorityD. Allowable Transportation ExpensesE. EligibilityF. Travel by Commercial TransportationG. OrderH. RefundI. YearJ. Charge to LeaveK. SchedulingL. Travel to the CONUS or to a Non-foreign OCONUS AreaM. Travel to Visit Dependents Located in a Foreign Country
--------------	--

PART M: EMERGENCY VISITATION TRAVEL (EVT)

- C7600 RELATED INFORMATION**
- A. Allowable Expenses due to an Employee's/Dependent's Death
 - B. Emergency Travel and Transportation of an Employee Due to Illness, Injury, or a Personal Emergency Situation While on TDY
 - C. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS
 - D. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS
- C7602 GENERAL**
- A. Purpose
 - B. Allowance Discretion
 - C. Restrictions
 - D. Limitations
 - E. Authority
- C7604 LEGAL AUTHORITY**
- C7606 FUNDING**
- C7608 LIMIT ON NUMBER OF TRAVELERS**
- A. General
 - B. Exceptions
- C7610 DEFINITIONS**
- A. Eligible Employee
 - B. Eligible Family Member
 - C. Immediate Family Member
 - D. Incapacitation
 - E. Parent
 - F. AO
 - G. Serious Illness/Injury
- C7612 TRANSPORTATION EXPENSES**
- A. Expenses Allowed
 - B. Expenses Not Allowed
- C7614 TRAVEL LIMITATIONS**
- A. Routing
 - B. Indirect Route
 - C. Transportation Costs
 - D. Reimbursement
 - E. Accommodations
 - F. Special Fares
 - G. Authorized Transportation Mode
 - H. U.S.-certificated Air Carriers
- C7616 ORDER**
- C7618 REFUND**
- C7620 CHARGE TO LEAVE**

- C7622 LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993**
- A. Form WH-380 “Certification of Health Care Provider” (Used as a supporting documentation for a request for Family and Medical Leave - attach to an SF 71 – Request for Leave or Approved Absence.)
 - B. Federal Employee Entitlements under the Family and Medical Leave Act of 1993
 - C. OPM Final Regulations on Family and Medical Leave
 - D. OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification
- C7624 EFFECT OF EVT ON RAT**
- C7626 EVT FOLLOWED BY FVT**
- A. Waiting Time
 - B. Exception to Waiting Time Requirement
- C7628 EVT FOR MEDICAL REASONS**
- A. Limit on Number of Trips
 - B. Authorization Procedure
 - C. Immediate Family Member Located in a Foreign Area
 - D. Confirming the Need for EVT Travel
 - E. Recording EVT Travel
 - F. Limiting EVT Travel to Already Identified Parents
 - G. Travel in Advance of Authorization
- C7630 EVT IN THE EVENT OF AN IMMEDIATE FAMILY MEMBER’S DEATH**
- A. Limitations
 - B. Beginning Travel
 - C. Death of Employee/Eligible Family Member
 - D. Travel Statement
- C7631 EVT FOR PERSONAL EXPENSE TRAVEL TO VISIT SIBLING WHO SUBSEQUENTLY DIES**
- A. General
 - B. Limitation
- C7632 INCAPACITATED PARENT**
- A. Travel Purpose
 - B. Allowable Circumstances
 - C. Limit on the Number of Trips
 - D. Both Trips May Be Used for the Needs of One Parent
 - E. Authorization Procedure
 - F. Submission Request
 - G. Travel without Prior Authorization
 - H. Travel in Advance of Authorization
- C7634 UNUSUAL PERSONAL HARDSHIP**
- A. Personal Hardship
 - B. Travel In Advance of Authorization
- C7636 EVT TABLE**

PART N: FEML

- C7700 FEML TRANSPORTATION**
- A. Policy
 - B. Eligibility
 - C. Limitation
 - D. FEML Locations/Destinations
 - E. Transportation
 - F. Charge to Leave
 - G. Dual Allowances
 - H. Repayment of FEML Transportation Costs
 - I. Order
 - J. Per Diem
 - K. Legal Authority for this Part

PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL

- C7750 R&R LEAVE TRAVEL**
- A. Policy
 - B. Eligibility
 - C. R & R Locations/Destinations
 - D. Transportation
 - E. Charge to Leave
 - F. Order
 - G. Per Diem
 - H. Legal Authority for this Part
- C7751 IRAQ AND AFGHANISTAN**
- A. Authorized Transportation
 - B. Authority
 - C. Limitations
 - D. Retroactive Benefits and Gratuities

PART P: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED UNIFORMED SERVICE MEMBER

- C7800 GENERAL**

PART Q: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

- C7900 ALLOWED ACCOMMODATIONS**

- C7901 TRAVEL**

***PART R: TRAVEL OF CONSULTANTS AND EXPERTS**

- C7905 TRAVEL OF CONSULTANTS AND EXPERTS**
- A. Authority
 - B. Conditions

***PART S: WITNESS TRAVEL**

- C7910 WITNESS TRAVEL**

- A. General
- B. Definitions
- C. Reimbursement
- D. Funding

***PART T: JUROR TRAVEL**

C7915 JUROR TRAVEL

***PART U: TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE**

C7920 TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE

- A. General
- B. Certification

***PART V: TRAVEL TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD**

C7925 TRAVEL TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD

- A. General
- B. Allowable Expense
- C. Exception

PAGE LEFT BLANK INTENTIONALLY

PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

C7400 GENERAL

*A. Application. This Part applies to DoD civilian employee travel while accompanying Members of Congress and/or congressional staff under the authority in 31 USC §1108(g). DoDD 4515.12, DoD Support for Travel of Members and Employees of Congress at <http://www.dtic.mil/whs/directives/corres/pdf/451512p.pdf> for DoD components.

*B. Reimbursement. A DoD employee accompanying a Member of Congress or a congressional staff employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. Transportation accommodations costs on the same class of service used by the Member of Congress or congressional staff employee(s) that the employee is accompanying, and
2. Per diem or actual expenses in an amount that does not exceed the rate prescribed for the Member of Congress or congressional staff employee(s) that the employee is accompanying;

provided the employee's travel is in support of congressional travel directed/approved by SECDEF or the Secretary Concerned. Pars. C2204-B3g and C2204-B4j.

C7405 DEFINITION OF TERMS

A. Member of Congress. For this Part, "Member of Congress" means a Member of the U.S. Senate or the House of Representatives, a Delegate to the U.S. House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional staff employee" for this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

C. Secretary Concerned. For this Part, "Secretary Concerned" includes SECDEF for a DoD civilian employee working in other than a military department.

***C7410 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES**

When travel is authorized under 31 USC §1108(g), transportation service class, per diem, or actual expense rates are prescribed by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) authorizes/approves a specified per diem rate, or an AEA without regard to any established per diem rate.

C7415 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES

Approval codes required on documentation for premium-class Congressional travel are first-class (FC), and business-class (BC). Pars. C2204-B3g and C2204-B4j.

PAGE LEFT BLANK INTENTIONALLY

PART M: EMERGENCY VISITATION TRAVEL (EVT)

C7600 RELATED INFORMATION

- A. Allowable Expenses due to the Death of an Employee/Dependent. Ch 5, Part R.
- B. Emergency Travel and Transportation of an Employee due to Illness, Injury, or a Personal Emergency Situation while on TDY. Ch 7, Part H.
- C. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. Ch 7, Part K.
- D. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. Ch 7, Part M.

C7602 GENERAL

- A. Purpose. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at GOV'T expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations.
- B. Allowance Discretion. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).
- C. Restrictions
 - 1. EVT is not permitted for travel wholly within the foreign area assignment.
 - 2. An employee away from the foreign OCONUS PDS:
 - a. On leave in a CONUS/non-foreign OCONUS location, or
 - b. TDY in a CONUS/non-foreign OCONUS locationis not eligible for EVT.
- D. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.
- E. Authority. EVT is authorized in the following circumstances:
 - 1. Medical. A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death (pars. C7610-C and C7628).;
 - 2. Death. A member of the employee's or the employee's spouse's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (APP A) to the place of interment anywhere in the world (pars. C7610-C and C7630).;
 - 3. Incapacitated Parent. A parent of the employee or the employee's spouse becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (par. C7632).; and

4. Unusual Personal Hardship. An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. C7602-E1 through E3 (par. C7634).

C7604 LEGAL AUTHORITY

10 USC §1599b; 22 USC §4081 and allowances must be similar to EVT allowances in 3 FAM 3740 (<http://www.state.gov/m/a/dir/regs/fam/c22159.htm>) of the State Department regulations.

C7606 FUNDING

EVT expenses are the responsibility of the employee's command.

C7608 LIMIT ON NUMBER OF TRAVELERS

A. General. Ordinarily, only one family member is authorized travel at GOV'T expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members.

B. Exceptions. Additional family members must travel due to:

1. A critical injury to a dependent child attending school away from the PDS, or
2. The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non-foreign OCONUS area.

In such cases, the limitations in these regulations apply to each traveler.

C7610 DEFINITIONS

A. Eligible Employee. An "eligible employee" is an employee who is a U.S. citizen assigned at a PDS in a foreign area, who has a service agreement that provides for return travel to the employee's actual residence.

B. Eligible Family Member. Any of the following individuals may be an "eligible family member" if part of the employee's household at the OCONUS PDS and are eligible for EVT:

1. Children who are unmarried and under age 21 years or who, regardless of age, are physically/mentally incapable of self-support. The term includes, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;
2. Parents (including stepparents and legally adoptive parents) of the employee/spouse, when such parents are at least 51 percent dependent on the employee for support (APP A3 - DEPENDENT/ IMMEDIATE FAMILY);
3. Sisters and brothers (including stepsisters/stepbrothers, or adoptive sisters/brothers) of the employee/spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21, or regardless of age, are incapable of self-support; and
4. Spouse.

C. Immediate Family Member. For this Part "an immediate family member" means the following relative of the employee:

1. Spouse;

2. Children, including stepchildren, adopted children and those who are or were under legal guardianship and spouses thereof;
3. Parents of the employee/spouse; and
4. Siblings (including stepbrothers and stepsisters) of the employee/employee's spouse for cases of death.

D. Incapacitation. "Incapacitation" is a physical/mental health condition that may impair an individual's ability to continue living independently.

E. Parent. A "parent" is the mother/father of the employee/spouse, including stepparents, adoptive parents, or individuals who have stood in place of a parent (APP A3 -- Dependent/Immediate Family). ***In no circumstance may an individual be deemed to have more than two parents.***

F. AO. The "AO" is the official delegated the authority at the PDS to authorize/approve EVT.

G. Serious Illness/Injury. "Serious illness/injury" is a circumstance in which a medical official determines that death is imminent or likely to occur.

C7612 TRANSPORTATION EXPENSES

A. Expenses Allowed. Allowable transportation expenses are paid directly to the provider or reimbursed to the eligible individual, for:

1. The transportation cost from the airport serving the employee's PDS (*or applicable originating point*) to the airport serving the destination authorized for EVT and return;
2. Airport taxes; and
3. Air transportation, and ground transportation between interim airports. Example: Between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost.

Par. C7614 contains transportation cost limitations.

B. Expenses Not Allowed

1. Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.
2. Per diem, and excess baggage/unaccompanied baggage charges are not payable or reimbursable.

C7614 TRAVEL LIMITATIONS

A. Routing. Travel from the employee's PDS (place of temporary abode where the employee/spouse is located because of an official authorization) to the CONUS/non-foreign OCONUS location of the seriously ill, injured, or deceased immediate family member or incapacitated parent must be by the most direct, usually traveled and inexpensive (based on the least expensive unrestricted economy/coach airfare) route.

B. Indirect Route. Indirect routing is permissible only when official duties must be performed en route or when it is to the GOV'T's advantage to purchase a ticket in foreign currency at an intermediate point.

C. Transportation Costs. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the CONUS/non-foreign OCONUS location or the remains of an immediate family member who died in a foreign area are to be accompanied to a foreign area, the employee's/spouse's transportation cost may not exceed the transportation expenses that would have been incurred for travel between the employee's PDS and the employee's actual residence, unless the presence in the foreign area of the person to be visited is incident to the employee's assignment at the foreign PDS.

- D. Reimbursement. Reimbursement may not exceed allowable transportation expenses actually incurred.
- E. Accommodations. Accommodations must be in coach (*unless premium class accommodations are authorized/approved for medical reasons by the appropriate official designated in par. C2204-B2*) or, when air service is not available, minimum first-class ship, rail, or bus service.
- F. Special Fares. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.
- G. Authorized Transportation Mode. Air is the only authorized transportation mode (*except when ground transportation is required between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost)*).
- H. U.S.-certificated Air Carriers. U.S.-certificated air carriers must be used except as in par. C2204-C.

C7616 ORDER

The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation for the employee traveling alone or with dependent(s). An ITA is used to authorize EVT transportation for a dependent traveling without the employee. TDY regulations for transportation accommodations for TDY travel apply to EVT (par. C2204, use of commercial aircraft; par. C2203, arranging official travel).

C7618 REFUND

An employee must repay GOV'T-paid/reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized. Example: Return to the CONUS or non-foreign OCONUS area and resignation.

C7620 CHARGE TO LEAVE

DoD Civilian Personnel Manual (DoD 1400.25-M), Subchapter 630 Leave, and Subchapter 1260, Home Leave.

C7622 LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993

Following are links to websites with information about leave under the Family Medical Leave Act Program.

A. Form WH-380 "Certification of Health Care Provider" (This optional form may be used by an employee to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 CFR 825.306).)

<http://www.dol.gov/regs/compliance/whd/fmla/wh380.pdf>.

B. Federal Employee Entitlements under the Family and Medical Leave Act of 1993 -

<http://www.opm.gov/comproconf/Postconf00/Leave/herzbrg1.pdf>.

C. OPM Final Regulations on Family and Medical Leave <http://www.opm.gov/oca/fmla/index.htm>.

D. OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification <http://www.opm.gov/oca/leave/HTML/fmlafac2.asp>.

C7624 EFFECT OF EVT ON RAT

Time spent in a CONUS/non-foreign OCONUS area delays the date of RAT eligibility only if the employee has not accumulated 18 months of continuous service at the foreign PDS (Ch 5, Part K -- RAT).

C7626 EVT FOLLOWED BY FVT

A. Waiting Time. If an employee is eligible for FVT, there must be a minimum three-month waiting period following the employee's return to the PDS from EVT before the employee may depart on FVT to the same location.

B. Exception to Waiting Time Requirement. An exception to the waiting requirements may be made for valid reasons by the AO at the PDS.

C7628 EVT FOR MEDICAL REASONS

A. Limit on Number of Trips. The employee/spouse is limited to one round trip for each serious illness or injury of each immediate family member. If the traveler returns to the employee's PDS from an EVT visit and the ill/injured immediate family member subsequently dies, the AO may authorize/approve a second trip under par. C7602-E2.

B. Authorization Procedure. An employee's request for EVT authorization/approval for a medical reason must include necessary information required to assess the medical condition of the immediate family member to be visited so that the AO (with the assistance of medical officials if available) can make a determination whether the medical condition of the family member meets the requirements of par. C7610-G. The necessary information includes:

1. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse;
2. The telephone number of the attending physician or hospital; and
3. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

C. Immediate Family Member Located in a Foreign Area. If the immediate family member is located in a foreign area, the AO must request assistance from the nearest PDS, if any, that could aid in gathering information regarding the medical status of the family member for whom EVT is requested.

D. Confirming the Need for EVT Travel. After confirming that the family member's medical status meets the requirements of par. C7610-G, the AO may authorize/approve the EVT request. The AO must not authorize/approve any request that does not meet the requirements in par. C7610-G. The employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

E. Recording EVT Travel. Any EVT for medical reasons, authorized/approved by the AO, to visit a parent must be recorded in the employee's personnel record.

F. Limiting EVT Travel to Already Identified Parents. EVT is not authorized when the employee/spouse has already identified two individuals as parents for EVT and subsequent requests for EVT elects a third parental individual to visit.

G. Travel in Advance of Authorization

1. Employee/Spouse Elects to Travel before Authorization. The employee/spouse may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods. As a:

- a. Personal expense of the employee subject to reimbursement in the event of subsequent authorization; or
- b. GOV'T expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved do not meet EVT authorization standards.

2. Subsequent EVT round trip travel for the interment of that sibling.

B. Limitation. Reimbursement for allowable EVT travel and transportation expenses under par. C7631-A1 is limited to par. C7612-A requirements, and must conform to par. C7614. Par. C7612-B lists unauthorized EVT expenses.

C7632 INCAPACITATED PARENT

A. Travel Purpose. Travel must be to:

1. Arrange medical care,
2. Home care services, or
3. Evaluate a facility placement

for a parent who has become incapacitated and may not be able to continue living independently.

B. Allowable Circumstances. Examples of circumstances in which this EVT may be approved include:

1. Eyesight of a parent/stepparent (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;
2. A parent/stepparent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;
3. A parent/stepparent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility;
4. Similar circumstances.

C. Limit on the Number of Trips. EVT for the care of incapacitated parents may not exceed two round trips for the employee over the lifetime of the eligible employee and two round trips for an employee's spouse over the lifetime of the employee's eligible spouse.

D. Both Trips May Be Used for the Needs of One Parent. The employee/spouse may choose to use both EVT trips in this category ICW the needs of one parent.

E. Authorization Procedure

1. The employee:
 - a. Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse during their lifetimes under the authority in pars. C7602-E3 and C7632 (Incapacitated Parent).
 - b. Should provide as much detail as available at the time of the request for travel at GOV'T expense that demonstrates that the request is consistent with the requirements in par. C7602-E3.
 - c. May supplement the statement with additional detail as more information becomes available. A sample certification follows below.
2. At a minimum the certification must include:

situations involving unusual personal hardship other than those provided for in pars. C7628 (Medical Reasons), C7630 (Immediate Family Member's Death), and C7632 (Incapacitated Parent). Requests for authorization/approval of GOV'T-funded travel in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

B. Travel In Advance of Authorization. GOV'T-funded travel without prior authorization is permitted, but the employee/spouse must provide a certification detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request not more than 30 calendar days after travel completion. The par. C7628-G procedure, regarding travel in advance of authorization, also applies ICW EVT travel under par. C7634 for Unusual Personal Hardship. The traveler is responsible for all expenditures not authorized/approved.

C7636 EVT TABLE

EMERGENCY VISITATION TRAVEL					
Travel Authorized	Who May Travel	Visitation Objective	Authorization	Action Required By Employee	Limitation Of EVT Visit
Medical (Serious Illness or injury) See pars. C7602-E1 & C7628	Employee, or Eligible Spouse	To visit immediate family member seriously ill or injured, near death	Authorized by Ch 7, Part M	Provide required medical contact information. Submission of repayment acknowledgement, if traveling in advance of authorization.	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
Immediate Family Member Death See pars. C7602-E2 & C7630)	Employee or Eligible Spouse	Attend interment of immediate family member (includes siblings).	Authorized by Ch 7, Part M	Identify deceased family member not more than 30 calendar days after travel completion. Submission of repayment acknowledgement.	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
Employee/Family Member Death Employee/family member dies outside CONUS/non-foreign OCONUS area. See pars. C7602-E2 & C7630.	Employee; and Eligible family member(s)	Attend interment of employee or eligible family member who dies outside CONUS or non-foreign OCONUS area.	AO must authorize/ approve number of travelers	Request AO approval Submission of repayment acknowledgement.	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
Incapacitated Parent See pars. C7602-E3 & C7632	Employee or Eligible Spouse	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Ch 7, Part M	Submission of self-certification acceptable to the AO ¹ . Submission of repayment acknowledgement, if appropriate.	NTE two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
Unusual Personal Hardship See pars. C7602-E4 & C7634.	Employee or Eligible Spouse	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DoD component concerned.	Submission of any available documentation related to request. Submission of repayment acknowledgement.	Decided on a case-by-case basis.

Footnote:

1 Self-certification must include the employee's statement indicating the number of EVT trips already taken by the employee/spouse during their lifetime under the authority in pars. C7602-E3 & C7632 (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

PART R: TRAVEL OF CONSULTANT OR EXPERT

*C7905 TRAVEL OF CONSULTANT OR EXPERT

A. Authority. Title 5 USC §5703 and 50 USC, App. §2160 provide authority for travel expenses and allowances for a consultant or expert who is in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and expense reimbursement incident to TDY assignments for these individuals.

NOTE: APP I, Part 3, par. D and APP E, Parts 1 and 2 for applicable order formats and par. C4562 for per diem.

B. Conditions. An individual serving without pay or at \$1 per year is authorized the allowances in pars. C7905-B1, C7905-B2, C7905-B3, C7905-B4, and C7905-B5. A consultant or expert employed intermittently and paid on a daily-when-actually-employed basis may be paid the allowances in pars. C7905-B1, C7905-B2, C7905-B3, C7905-B4, and C7905-B5 when it is determined to be in the GOV'T's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;
2. Transportation expenses for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;
3. Travel expenses for recurring round-trip travel between home or place of business and place of duty during an assignment when it is administratively determined to be to the GOV'T's advantage;
4. Per diem while at a place of duty assignment away from the area in which home or place of business is located;
5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under 50 USC, App. §2160).

If more than 130 days of full-time service are performed in any continuous 365-day period, the employment is not intermittent. When service is not intermittent, there is no authority for per diem or AEA at the regular place of assignment ([35 Comp. Gen. 90 \(1955\)](#) and [36 id. 351 \(1956\)](#)). However, per diem authorization is not precluded ICW other TDY assignments at places of duty away from the regular duty location.

PAGE LEFT BLANK INTENTIONALLY

PART S: WITNESS TRAVEL

*C7910 WITNESS TRAVEL

A. General. TDY allowances apply when, ICW any judicial or agency proceeding, an employee is:

1. Summoned/authorized to respond,
2. Assigned by the agency to testify/produce official records on the GOV'T's behalf,
3. To testify in the employee's official capacity, or
4. To produce official records on behalf of a party other than the GOV'T.

B. Definitions. The following definitions only apply to par. C7910:

1. Judicial Proceeding. As used in par. C7910, the term "judicial proceeding" means any action, suit, or other proceeding (such as hearings/conferences before a committing court, magistrate, commission, grand jury, or coroner's inquest) that is judicial in nature held in the U.S. and non-foreign OCONUS areas. Included are condemnation, preliminary, and informational (such as a hearing/conference conducted by a prosecuting attorney to determine whether information or a charge should be made in a particular case) proceedings.
2. Agency Proceedings. The term "agency proceeding" refers to "rulemaking" (means agency process for formulating, amending, or repealing a rule); "adjudication" (means agency process for the formulation of an order); and "licensing" (includes agency process respecting the grant, renewal, denial, relocation, suspension, annulment, withdrawal, limitation, amendment, modification, or conditioning of a license).
3. Summoned. The word "summoned" means an official request, invitation, or call, evidenced by an official writing of the court, authority, or party responsible for conducting the proceeding.

C. Reimbursement. Reimbursement at the allowable TDY rates/amounts are paid to an employee traveling under par. C7910. However, if any expenses are paid by the court, authority, or party which caused the employee to be summoned as a witness on behalf of a party other than the GOV'T, the payment must be deducted from the amount otherwise payable under the order. Regulations of the separate departments regarding absence from duty for court leave apply.

D. Funding. If the employee serves as a GOV'T witness, and the case involves the employing activity, the employing agency pays the travel expenses. If the case does not involve the employee's activity, ***the agency chargeable with the travel expenses funds a order for the required travel.*** If an employee serves as a witness in an official capacity or produces official records for a party other than the GOV'T, the employing agency pays the employee's allowable travel expenses.

PAGE LEFT BLANK INTENTIONALLY

PART T: JUROR TRAVEL

***C7915 JUROR TRAVEL**

A TDY order must not be issued when an official/employee is summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the GOV'T judiciary branch. Regulations, of the separate DoD departments, regarding absence from duty and compensation or expense reimbursement apply.

PAGE LEFT BLANK INTENTIONALLY

PART U: TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE

***C7920 TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE**

A. General. TDY travel and transportation allowances apply when an employee, serving as labor organization representative, performs travel to attend labor-management meetings that are certified to be in the GOV'T's primary interest. The term "Labor Organization Representative," as used in par. C7920, means a DoD civilian employee specifically designated by a labor organization to represent that organization in dealing with management.

B. Certification. Each order for an employee serving as a labor organization representative to attend labor-management meetings must be supported by the certification cited in par. C7920-A, accompanied by a brief explanation of the certification's basis. The following certification standards are that the travel is:

1. Incident to attendance at a meeting which is primarily in the GOV'T's interest;
2. Incident to participation in activities such as joint labor-management cooperation committees concerning, but not limited to, accident prevention, absenteeism reduction, improving communications, ensuring equal employment opportunity, and maintaining employee productivity and morale;
3. Not for the purpose of engaging in activities covered by 5 USC §7131(b), which provides internal labor organization business be conducted only when an employee is in a non-duty status.

PAGE LEFT BLANK INTENTIONALLY

**PART V: TRAVEL TO RECEIVE A NON-FEDERALLY SPONSORED HONOR
AWARD**

***C7925 TRAVEL TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD**

A. General. Travel and transportation allowances may be authorized for an employee who travels to receive an honor award sponsored by a non-Federal organization provided the award is determined, in each case, to be closely related to the employee's official duties and the employee's agency's functions and activities ([55 Comp. Gen. 1332 \(1976\)](#)). When attendance at the meeting or convention where the award is given has been authorized/approved for another reason, no further authorization/order is required for the traveler to accept an award.

B. Allowable Expense. TDY transportation and per diem or AEA are payable.

C. Exception. APP E, Part 1, Invitation to Travel, par. C-5. Except as in Ch 4, Part H, there is no authority for an employee authorized travel under par. C7925 to accept reimbursement from a private organization for travel and other expenses.

PAGE LEFT BLANK INTENTIONALLY

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 1: DEFINITIONS (JFTR/JTR)

As used in JFTR & JTR, and unless otherwise specifically provided in JFTR or JTR, the following definitions apply.

ACCOMMODATIONS

A. APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. This list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site (<http://www.usfa.fema.gov/hotel/index.htm>).

B. COMMON CARRIER

1. Premium-Class

a. First-class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first-class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers. JFTR, par. U3125-B2a/JTR, par. C2204-B2a for first-class transportation authority.

b. Business-Class. A premium accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than coach/economy and lower than first-class for cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a class of service offered on Amtrak Acela/Metroliner extra fare train service. JFTR, par. U3125-B2b/JTR, par. C2204 for business-class transportation authority (restricted to the two-star flag level and civilian equivalents).

2. Economy-/Coach-Class. The basic accommodations class offered by commercial airlines, passenger rail carriers, passenger ships, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline, passenger rail carrier, or passenger ship offers only one accommodations class and that class is sold as economy-class (i.e., some airlines, passenger rail carrier, or passenger ships only offer true business-class/true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

3. Slumber Coach. Slumber coach accommodations on trains offering such accommodations, or the least expensive sleeping accommodations available on a train.

4. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

5. Single-Class. This term applies when an airline offers only one class of accommodations to all travelers (41 CFR §301-10.121).

C. PUBLIC. Any inn, hotel, or other establishment within the U.S. that provides lodging to transient guests, excluding an establishment:

1. Owned by the GOV'T; or

2. Treated as an apartment building by State or local law or regulation; or

3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor of that establishment.

D. TYPES. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Economy or Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or other premium class.

2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).

3. Security (Enclosed). Any private room that can be locked for security purposes.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

***AGENCY**

A. Includes:

1. An Executive agency, as defined in [5 USC §105](#);
2. A Military department;
3. An Office, agency or other establishment in the legislative branch;
4. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T-controlled corporation;
2. Member of Congress;
3. Office or committee of either House of Congress or of the two Houses;
4. Office, agency or other establishment in the judicial branch.

APPROVE(D). The ratification or confirmation of an act already done.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (37 USC §101(4)).

ATTENDANT. An attendant:

1. Is a Uniformed member, employee, or other person who, IAW a order/ITA, accompanies the member/employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and
2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

AUTHORIZED.

1. Permission given before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

AUTHORIZING/ORDER-ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

BAGGAGE

- A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.
- B. GOV'T material may be included.
- C. *Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).*

1. Accompanied. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.
2. Excess Accompanied. Accompanied baggage in excess of the weight, size, or number of pieces carried without cost by a transportation carrier IAW JFTR, par. U3015-A/JTR, par. C2302-A.
3. Unaccompanied (UB). That part of a member's/employee's prescribed weight allowance of HHG that:
 - a. Is not carried free on a ticket used for personal travel,
 - b. Ordinarily is transported separately from the major bulk of HHG, and
 - c. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.
 - d. *ICW PDT, PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB.*
 - e. *ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

BLANKET ORDER. ORDER

BUSINESS-CLASS. ACCOMMODATIONS

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. *NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).*

CAPACITY CONTROLLED CITY-PAIR AIRFARE. CITY-PAIR AIRFARE

CENTRALLY BILLED ACCOUNT (CBA). GOVERNMENT TRAVEL CHARGE CARD (GTCC)

CERTIFICATED AIR CARRIER. U.S. CERTIFICATED CARRIER.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. *Also referred to as Indirect Travel.*

CITY-PAIR AIRFARE. An airfare on a U.S. certificated air carrier under contract for a Federal employee for planning official travel (www.gsa.gov/citypair). Airfares are priced on one-way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of airfares:

A. Standard City-Pair Airfare (YCA):

1. No advance purchase required
2. Last seat availability
3. Used for cost construction purposes.

B. Dual (Capacity Controlled) City-Pair Airfare (-CA):

1. Lower prices than the standard city-pair rates
2. Limited number of seats on each flight
3. Not used for cost construction purposes.

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a GOV'T or commercial training facility.***

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of Uniformed Services member under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Ch 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIER. U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T.

CONUS LOCALITY PER DIEM RATES. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DoD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the [DTOD website](http://dtod.sddc.army.mil) at dtod.sddc.army.mil.

DEPARTMENT OF DEFENSE (DoD) COMPONENTS. (Also ref the [Defense Almanac](http://www.defenselink.mil/pubs/almanac/) <http://www.defenselink.mil/pubs/almanac/> and/or the [Department of Defense](http://www.gov.com/agency/dod/agency.html) at the mil.com website <http://www.gov.com/agency/dod/agency.html>)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)	American Forces Information Service	Defense Advanced Research Projects Agency	Defense Security Cooperation Agency	National Defense Intelligence College (NDIC)
	Defense Prisoner of War/Missing Personnel Office	Defense Commissary Agency	Defense Security Service	
Department of the Army	Defense Technology Security Administration	Defense Contract Audit Agency	Defense Threat Reduction Agency	Defense Acquisition University
Department of the Air Force	DOD Counterintelligence Field Activity	Defense Contract Management Agency	Missile Defense Agency	National Defense University
Department of the Navy (including the Marine Corps)	DOD Education Activity	Defense Finance and Accounting Service	National Geospatial Intelligence Agency	
DOD Inspector General	DOD Human Resources Activity	Defense Information Systems Agency	National Geospatial Intelligence College	Joint Professional Military Education Colleges
	Office of Economic Adjustments	Defense Intelligence Agency	National Security Agency/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency	Pentagon Force Protection Agency	Uniformed Services University of the Health Sciences
	Washington Headquarters Services	Defense Logistics Agency		

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. **GOVERNMENT MEAL RATE** for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. **Shortest.** Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

2. **Practical.** Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW a order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
 - a. Travel is authorized by competent authority, and
 - b. Is incapable of traveling alone, and
2. May be appointed by the member's/employee's commanding officer/AO.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. NON-TEMPORARY STORAGE.

FAMILY. DEPENDENT.

FEDERAL TRAVEL REGULATION. Regulation contained in Title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at GOV'T expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is subsisted in a GOV'T DINING FACILITY/MESS or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate),, or
2. Students are participating in survival training, forage for subsistence, and improvise shelter.

Individuals furnished QTRS and subsistence obtained by contract are performing field duty when so declared by a competent official.

FIRST-CLASS. ACCOMMODATIONS

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the U.S. under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FORMER CANAL ZONE AREA. Areas and INSTALLATIONS in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: *Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. territory or possession, are separate geographical localities.*

NOTE 2: *When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.*

GOVERNMENT (GOV'T). The GOV'T of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT-CONTROLLED QUARTERS. QTRS (other than GOV'T or privatized QTRS) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS for which the GOV'T controls occupancy).

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. **NOTE:** *A GOV'T-owned ship totally leased for commercial operation or a rental vehicle as referred to in JFTR, par. U5320-D/JTR, par. C2203-D (Personally procured moves) is not a GOV'T conveyance (52 Comp. Gen. 936 (1973)).*

GOVERNMENT DINING FACILITY/MESS. A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("GOV'T dining facility/mess available" APP O, par. T4040-A2b) by/made available to the member, or used by the employee, includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp. **NOTE:** *A dining facility/mess established and operated primarily for enlisted member subsistence is not included unless the mess is used by/made available to officers, or used by employees;*
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T DINING FACILITY/MESS.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in [41 CFR 101-38](#) including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the GOV'T for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A GOV'T-furnished automobile or a GOV'T aircraft.

GOVERNMENT MEAL RATE

A. Discount GOV'T Meal Rate:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.
2. \$9.25 per day.

B. Standard GOV'T Meal Rate:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. \$10.80 per day.

GOVERNMENT MESS. GOVERNMENT DINING FACILITY/MESS.

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

GOVERNMENT QUARTERS.

NOTE: Privatized housing, of any style or type and in any location, is not GOV'T QTRS.

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodgings or other QTRS obtained by GOV'T contract;
3. QTRS in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;

6. Lodging facilities on a U.S. INSTALLATION owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management \(http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf\)](http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf), and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. GOVERNMENT TRAVEL CHARGE CARD.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. **GOVERNMENT CONVEYANCE.**

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). An accountable GOV'T document used to procure common carrier transportation services. The document obligates the GOV'T to pay for transportation services provided. **TRANSPORTATION REQUEST.**

***NOTE:** A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.*

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the GOV'T (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the GOV'T and the GOV'T retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. ***This term does not apply to personal (non-GOV'T) credit card not issued under the GTCC program.***

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE: Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.***

HIGHEST CONUS M&IE RATE

\$51 Effective for travel by car ferry *on/ after 1 January 2005*
\$64 Effective for travel by car ferry *on/ after 1 October 2005*
\$71 Effective for travel by car ferry *on/after 1 October 2009*

HOUSEHOLD GOODS TRANSPORTATION. TRANSPORTATION, HHG.

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

INDIVIDUALLY BILLED ACCOUNT (IBA). GOVERNMENT TRAVEL CHARGE CARD (GTCC)

INVITATIONAL TRAVEL. TRAVEL, INVITATIONAL.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

LIGHT REFRESHMENTS. Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

LOCALITY PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at:
<http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

LODGINGS-PLUS COMPUTATION METHOD. The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. (Current rates, JFTR, par. U2600/JTR, par. C2500.).

MISSING STATUS. The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (JFTR, par. U3120-D/JTR, par. C2203-D),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately owned railcar converted for use as a residence ([51 Comp. Gen. 806 \(1972\)](#)), and a boat a member uses as the place of principal residence ([62](#)

[Comp. Gen. 292 \(1983\)](#)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member/employee or the member's/employee's dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for the authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). JFTR, par. U2605-B/JTR, par. C2505-B for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-FOREIGN OCONUS AREA. The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

OCONUS LOCALITY PER DIEM RATES. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

OFFICIAL STATION. PERMANENT DUTY STATION.

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

***ORDER.** A written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel. Provides the traveler information regarding what expenses will be paid. Provides the CTO/TMC documentation for use of travel contracts and similar arrangements with transportation and lodging providers. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel. Types of orders:

A. **Blanket Order.** A order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and restricted to economy-class travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of premium-class transportation and/or an AEA. *The Coast Guard allows AEA on a blanket order.*

1. **Unlimited Open.** Allows the traveler to travel anywhere on official business without further authorization for a specified period of time within a fiscal year.
2. **Limited Open.** Allows the traveler to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.
3. **Repeat.** Allows the traveler to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year.

B. **Trip-by-trip.** Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel *must* be authorized on a trip-by-trip basis:

1. Premium-class travel;
2. AEA travel (except the Coast Guard);

3. Conference travel;
4. Foreign travel;
5. Travel received from a non-federal source (donated travel);
6. Training-related travel; and,
7. Travel by volunteers (invitational travel).

ORDER-ISSUING/AUTHENTICATING OFFICIAL. AO.

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE). OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/ Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

OVERSEAS. OCONUS.

PER DIEM, REDUCED. REDUCED PER DIEM.

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, USC, other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the U.S. and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoD Directive 5154.29, 9 March 1993).

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD)

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

NOTE: The **PLEAD** changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

PLACE OF PUBLIC ACCOMMODATION. ACCOMMODATIONS, PUBLIC.

PLACE OF STORAGE. Residence or authorized storage location.

POLICY-CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD)

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. TERRITORIES AND POSSESSIONS OF THE UNITED STATES.

POST OF DUTY. PDS An OCONUS PDS.

POV, SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

PREMIUM-CLASS. ACCOMMODATIONS

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). TRANSPORTATION. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR, par. U3415-B/JTR, par. C2102-B. ***NOTE:*** A common carrier, or a conveyance owned by the GOV'T, is not a POC.

PRIVATIZED HOUSING. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885.

Privatized housing is not GOV'T QTRS, nor is it GOV'T-controlled QTRS, nor is it private sector housing.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR MEMBER/EMPLOYEE. (*Also called PRO or PRO-Gear. APP A2 for PBP&E for a member's non-member spouse.*) HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)). The following items are PBP&E:

1. Reference material;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by a member in association with the MARS (DoDD 4650.2);
5. Individually owned or specially issued field clothing and equipment;
6. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and
7. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).
8. GOV'T- or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

NOTE: *Excluded from PBP&E are commercial products for sale/resale used in conducting business, sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.*

PROPORTIONAL MEAL RATE. The average of the standard [GOV'T meal rate](#) (<http://www.defensetravel.dod.mil/perdiem/faggovmeals.html>) and the meals portion of the applicable [M&IE rate](#) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>), rounded up to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RESERVE COMPONENT. The:

- A. Army National Guard of the U.S.;
- B. Army Reserve;
- C. Naval Reserve;
- D. Marine Corps Reserve;
- E. Air National Guard of the U.S.;
- F. Air Force Reserve;
- G. Coast Guard Reserve; and
- H. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Lodgings that are not hotel or hotel-like accommodations.

SECRETARY CONCERNED. As defined in 37 USC. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SERVICES. UNIFORMED SERVICES.

SPARE PARTS FOR A POV. POV, SPARE PARTS.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD GOVERNMENT MEAL RATE. The daily rate paid for meals in a GOV'T DINING FACILITY/MESS including the operating cost. **GOVERNMENT MEAL RATE** for current rates.

STORAGE IN TRANSIT (SIT). Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. JFTR, par. U5375/JTR, par. C5190. Also referred to as temporary storage.

TEMPORARY DUTY (TDY) LOCATION. TEMPORARY DUTY STATION.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance. They include guesthouses, except transient visiting officer QTRS occupied by official visitors to the INSTALLATION. **NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted QTRS.**

TEMPORARY STORAGE. STORAGE IN TRANSIT.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the [Northern Mariana Islands](http://www.saipan.com), i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. TERRITORIES AND POSSESSIONS OF THE UNITED STATES. An incorporated or unincorporated territory over which the U.S. exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to U.S. jurisdiction. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the U.S. by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

TRANSOCEANIC TRAVEL. Travel, that if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. (JFTR, par. U3001/JTR. Ch 2 and JFTR/JTR APP G.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part H/JTR, Part D) for TDY HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

***NOTE 1:** The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 37 USC §554/5 USC §5564 and is IAW Service regulations.*

***NOTE 2:** Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's/employee's financial responsibility.*

TRANSPORTATION REQUEST. A written GOV'T request (including a GTR which is defined) to procure transportation, accommodations, or other services chargeable to the GOV'T from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

***TRAVEL AUTHORIZATION/ORDER. ORDER.**

TRAVEL CLAIM (VOUCHER). A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as provided by item A2m in APP E1 for spouse invitational travel.

TRAVEL MANAGEMENT CENTER (TMC). (*CONTRACTED*) *COMMERCIAL TRAVEL OFFICE/ TRAVEL MANAGEMENT CENTER (CTO/TMC)* and *TRAVEL MANAGEMENT SYSTEM (TMS)*.

TRAVEL MANAGEMENT SYSTEM (TMS). (**FTR §301-73.100-103**) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO/ TMC, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.

***NOTE 1:** Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

***NOTE 2:** Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places ICW personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

***TRAVEL ORDER. ORDER.**

TRAVEL STATUS. The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (*JFTR, par. U2200/JTR, par. C1060*).

TRIP RECORD. Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

UNACCOMPANIED BAGGAGE. *BAGGAGE, UNACCOMPANIED.*

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES (U.S.). The 50 states and the District of Columbia.

U.S.-CERTIFICATED AIR CARRIER. A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

U.S. FLAG AIR CARRIER. *U.S.-CERTIFICATED AIR CARRIER.*

U.S. INSTALLATION. A base, post, yard, camp or station:

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a GOV'T DINING FACILITY/MESS, and
- C. At which there are U.S. GOV'T operations.

NOTE: *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the INSTALLATION.*

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. *HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 2: DEFINITIONS (UNIFORMED MEMBER ONLY)

As used in JFTR, and unless otherwise specifically provided in JFTR, the following definitions apply.

ACADEMY, SERVICE. The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy (37 USC §410(a)).

ACTIVE DUTY. Full-time duty in the active service (37 USC §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. ***NOTE: A member is on active duty while in a travel status or while on authorized leave.***

ACTIVE DUTY FOR TRAINING. Full-time training duty in the active military service for the purpose of training a member of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary Concerned.

ACTUAL SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance, ***NOTE 2.***

ADVANCED TRAVEL OF DEPENDENTS. The movement of dependents based on a PCS order, but before member travel.

ANNUAL TRAINING DUTY. Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (DoD and Service regulations). ***NOTE: Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements; i.e., operational support.***

AUTOMOBILE MILEAGE RATES. MILEAGE (ALLOWANCE).

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

COMMAND SPONSORED DEPENDENT. DEPENDENT, COMMAND SPONSORED.

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

CONSECUTIVE OVERSEAS TOUR (COT). (IN PLACE CONSECUTIVE OVERSEAS TOUR.) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

DEPENDENT. Defined by 37 USC §401.

NOTE: Exception. For authorization purposes under JFTR:

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;

2. *A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);*
3. *A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.*

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: (*Exception NOTES above.*)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, [B-177061/B-177129](#), 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.***;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;
8. For transportation authorized in JFTR, par. U5215-B,
 - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
 - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
 - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or
 - b. Became so dependent due to a change of circumstances arising after the member entered on active duty

and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. Par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBGA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBGA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, [GSBGA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, [GSBGA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1978](#); [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. [GSBGA 15207-RELO, 19 May 2000](#); [GSBGA 14122 RELO, 16 March 1998](#).

The following pertinent information is quoted from the DoDFMR, Volume 7A, Interim Change 24-03:

(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted IAW state law.

(Par. 260403) Validity of Member's marriage. Any case in which the validity of a member's marriage is questioned is considered a case of doubtful relationship.

(Par. U10104-G3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

- a. Army
DFAS-PMTEC-C/IN
8899 East 56th Street
Indianapolis, IN 46249-0855
- b. Navy
DFAS-CL/PMMACB
1240 East 9th Street
Cleveland, OH 44199-2055
- c. Air Force
DFAS-PMJPD/DE
6760 East Irvington Place
Denver, CO 80279-3000
- d. Marine Corps
Commandant of the Marine Corps (MRP-1)
3280 Russell Avenue
Quantico, VA 22134-5143
- e. NOAA Corps
Director, Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910-6333
- f. Coast Guard
Commanding Officer (LGL)
Coast Guard Personnel Service Center
Federal Bldg.
444 S.E. Quincy Street
Topeka, KS 66683-3591
- g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Support Services
5600 Fisher Lane, Room 4-50
Rockville, MD 20857-0001

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](http://www.gsbca.gsa.gov/relo/r1594703.txt) available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>
[GSBCA 15382-RELO, 20 December 2000](http://www.gsbca.gsa.gov/relo/r1538220.txt) available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>
[GSBCA 15207-RELO, 19 May 2000](http://www.gsbca.gsa.gov/relo/r1520719.txt) available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>
[GSBCA 14673-RELO, 9 December 1998](http://www.gsbca.gsa.gov/relo/r1467309.txt) available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>
[GSBCA 14122-RELO, 16 March 1998](http://www.gsbca.gsa.gov/relo/r141220.txt) available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. ***NOTE: The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.***

DEPENDENT, COMMAND-SPONSORED. (DEPENDENT) A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependent rate on behalf of a command-sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity. Command sponsorship is not required to receive OHA at the with-dependent rate.

DEPENDENT-RESTRICTED TOUR. A tour at any overseas duty station with an established tour that does not permit command-sponsored dependents. Also, referred to as an unaccompanied hardship overseas tour or remote tour. Also describes a tour at a station at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. [DoDI 1315.18, par. E2.1.13.](#)

DESIGNATED PLACE. Except as used in Ch 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;
2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***;
3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;
4. The OCONUS place in the old PDS vicinity at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;
5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***

NOTE 1: To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at GOV'T expense.

NOTE 2: For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), pars. U6002-A and U6051-A.

DETACHMENT. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DUTY STATION. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of

- a. Appointment to regular Service from civilian life or an RC;
 - b. Being called to active duty or active duty for training for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
- a. Retirement;
 - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. Discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

EARLY RETURN OF DEPENDENT. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

EFFECTIVE DATE OF PCS ORDER. *PCS ORDER EFFECTIVE DATE.*

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign-born dependent spouse.

HOME OF RECORD (HOR). The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: *The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

NOTE 2: *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of par. U5130-A1.

HOUSEHOLD GOODS (HHG). Items (*except those listed in 2 and 3*) associated with the home and all personal effects (NOTE 1) belonging to a member and dependents on the effective date (NOTE 2) of the member's order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: Par. U5310-E for an article involving a weight additive.

NOTE 2: HHG acquired after the order effective date but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
2. Spare POV parts (APP A definition) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for a member ordered to locations listed in APP F;
5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer); and
7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).
9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (Ch 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
 - a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the

transportation officer or carrier for transportation when purchased in the U. S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or

b. Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));

5. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));

6. HHG for resale, disposal or commercial use;

7. Privately owned live ammunition ([B-130583, 8 May 1957](#));

*8. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

b. No storage is required, and

c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

INACTIVE DUTY TRAINING.

1. Inactive duty that is:

a. Duty prescribed for an RC member by the Secretary Concerned, or

b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by a National Guard member, including:

a. Unit training assemblies;

b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: This term does not include work or study for a correspondence course of a uniformed service.

NOTE 2: For pay purposes, inactive duty training must be performed under an order, cover a specific

assignment, and have a prescribed time limit.

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE: An IPCOT order effective date is the first day of duty on the new tour.*** No PCS movement is involved for a service member. However, dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length. ***Curtailment of the initial overseas tour is not authorized.*** (Ref: [DoDI 1315.18](#)). For USCG, Service directives.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity's or unit's mission or to the United States' presence in that area. ***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary Concerned.***

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LODGINGS IN KIND. Lodgings provided by the GOV'T without cost to the member.

NON-COMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

OCONUS. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

PCS ORDER EFFECTIVE DATE.

1. For a member being separated or retired, the last day of active duty. Below for an RC member being separated.
2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT order effective date is the first day of duty on the new tour. IPCOT definition.

NOTE: The following are examples of computing an authorization's/order's effective date:

EXAMPLE 1	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS order effective date
EXAMPLE 2	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS order effective date
EXAMPLE 3	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander.	
10 June	Authorized reporting date
1 June	Less 9 days travel time
2 June	Add 1 day
2 June	PCS order effective date

PER DIEM ALLOWANCE. The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other reimbursable expenses (APP G). The per diem allowance covers all charges, including tax (*except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - NOTE 1 below*) and applicable service charges, for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including GOV'T QTRS); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, *and in a foreign OCONUS area only lodging tax (NOTE 2 below)*. **NOTE:** *The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.*

NOTE 1:

a. The locality per diem **lodging ceiling** (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area (APP A) is a reimbursable expense (APP G) except when 'MALT-Plus' per diem for POC travel is paid.

b. The locality per diem **lodging ceiling** (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area (APP A) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*

3. **Incidental Expenses.** Incidental expenses include:

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (APP G for reimbursement of fees and tips incurred at

transportation terminals.);

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the AO's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Ch 3, Part F and Ch 1, Part C.***;

c. Personal laundry/dry-cleaning and pressing of clothing (***except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – NOTE 2, below***);

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of GOV'T-sponsored contractor-issued travel charge card billings;

f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;

g. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)); and

h. Tax and service charges on any of the expenses in items 2 through 3g.

NOTE 2:

a. The cost incurred during TDY travel (not after returning to the PDS) for laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a reimbursable expense (APP G) in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

b. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is not a reimbursable expense for OCONUS travel and is part of the IE included within the per diem/AEA authorized/approved for OCONUS travel.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under a competent order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (par. U2146 for exceptions) for 20 or more weeks;
 - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. Enlistment or induction into the Service (regular or during emergency); and

- e. Change from the last PDS to home upon:
- (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

NOTE 1: The PDS geographic limits are:

*a. **For a member.** The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

*b. **For an invitational traveler***

- 1. The corporate limits of the city or town in which the home or principal place of business is located; or*
- 2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

NOTE 2: *Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).*

NOTE 3: *When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under par. U2146. Par. U2146 for examples of scheduled duration and extensions.*

The following are PDSs for transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
 - a. Appointment to regular Service from civilian life or from an RC;
 - b. Being called to active duty (including for training) for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or
 - d. Enlistment or induction into the Service (regular or during emergency); or
 - e. Temporary disability retirement.
2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;
4. The member's home upon:
 - a. Retirement;
 - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. Discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a member's dependent for the primary purpose of providing personal transportation that:
 - a. Is self-propelled;
 - b. Is licensed to travel on the public highways;
 - c. Is designed to carry passengers or HHG; and
 - d. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same order.
2. As used in Ch 6, a POV is a motor vehicle that is owned by the member (or a member's dependent) and is for the personal use of the member or the member's dependents.

NOTE: 1: In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the member's responsibility.

NOTE 2: A trailer, airplane, or any vehicle intended for commercial use is not a POV.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of an order.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR A MEMBER'S DEPENDENT SPOUSE. (Also called *PRO* or *PRO-Gear*). (***NOT APPLICABLE TO AN EMPLOYEE'S DEPENDENT SPOUSE***). HHG in a spouse's possession needed for the member's spouse employment or community support activities at the next or a later destination. The following items are PBP&E:

1. Reference material,
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
4. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: Excluded from PBP&E are commercial products for sale/resale used in conducting business, sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.

REPEAT ORDER. ORDER.

SECRETARIAL PROCESS. Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. U1010-B.

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS. Cost of maid service and fee for electricity.

SHORT DISTANCE MOVE. A move:

1. Involving HHG drayage or shipment for a short distance between residences;
2. To or from a NTS facility in the member's PDS area;
3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
4. Incident to reassignment or PCS to a new PDS near the old PDS;
5. Between residences within a metropolitan area; or
6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

STANDARD CONUS PER DIEM RATE. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](http://www.defensetravel.dod.mil/perdiem/perdiemrates.html) (<http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>).

SUBSISTING OUT. The non-leave status of an inpatient who is no longer assigned a bed. An inpatient authorized

to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment ([DoD 6015.1-M, January 1999, P19.1.19](#)).

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. Types: There are four types of TDY travel with different allowances:
 - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
 - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
 - c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
 - d. Special Circumstances Travel. Those categories of travel found in JFTR, Ch 7.

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR. The authorized tour length at a specific overseas duty station for a Service member who is not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (APP A definition). For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour. [DoDI 1315.18](#), par. E2.1.50.

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 USC §205.

PAGE LEFT BLANK INTENTIONALLY

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 3: DEFINITIONS (CIVILIAN EMPLOYEE ONLY)

As used in JTR, and unless otherwise specifically provided in JTR, the following definitions apply.

ACTUAL RESIDENCE. The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the “home of record.” For a separating employee concluding an OCONUS assignment, the “actual residence” is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV'T ([GSBCA 16265-RELO, 19 December 2003](#)).

AGREEMENT. A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel.

APPROVING OFFICIAL. TRAVEL-APPROVING/DIRECTING OFFICIAL.

AUTHENTICATING OFFICIAL. AUTHORIZING/ORDER-ISSUING OFFICIAL (AO).

BREAK IN SERVICE. A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency (**5 CFR §300.703 (2004)**).

COMMUTED RATE. A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). Par. C5160-D4.

DEPENDENT/IMMEDIATE FAMILY. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** “Children” includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting completion of the school year by other children. [50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));

NOTE 1: *An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The parent of the grandchildren was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a “legal guardianship” as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term “legal guardianship” is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create*

guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf ([GSBCA 16337-RELO, 19 April 2004](#)).

3. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and
4. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 2: *Generally, the individuals named in items 3 and 4 are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.*

NOTE 3: *ICW the Missing Persons Act, "dependent" is defined in par. C7090-A for purposes of transportation eligibility under that Act.*

NOTE 4: *With respect to emergency leave travel, par. C7365-D.*

NOTE 5: *Whether an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:*

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).

Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>
GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>
GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>
GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>
GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

DESIGNATED PLACE. A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES

1. The several departments and agencies of the Executive branch of the GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

DUTY STATIONS. For the purpose of HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EFFECTIVE DATE OF PCS TRAVEL AUTHORIZATION. The date an employee is required to commence travel to comply with a PCS travel authorization. ***NOTE: In determining the effective date, authorized leave or TDY en route required by the travel authorization is excluded.***

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT. The date an employee or new appointee reports for duty at a new or first PDS.

EFFECTIVE DATE OF SEPARATION. The date an employee is separated from Federal service.

EMERGENCY TRAVEL. TRAVEL, EMERGENCY.

FOREIGN SERVICE OF THE UNITED STATES. The Foreign Service as constituted under the Foreign Service Act of 1980.

FUND-APPROVING OFFICIAL. One who provides the accounting data for authorized/approved travel authorizations or amendments.

HOUSEHOLD GOODS (HHG) (FTR, §300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date (APP A) of transfer or appointment that legally may be accepted and transported by a commercial HHG carrier.

NOTE: Par. C5154-E for an article involving a weight additive.

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
2. Spare parts for a POV (APP A) and a pickup tailgate when removed;

3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for employees with PCS travel authorization to locations listed in APP F;
5. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
6. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and
7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).
9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (Ch 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
5. HHG for resale, disposal or commercial use;
6. Privately owned live ammunition ([B-130583, 8 May 1957](#)); and
7. Boats (other than those in A6 above); and
- *8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
 - a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time

of loading,

b. No storage is required, and

c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDSs to seek a permanent residence.

IMMEDIATE FAMILY. DEPENDENT/IMMEDIATE FAMILY.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL. A rate per mile for authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. JFTR, par. U2605 and JTR, par. C2505 for the current rate.

OCONUS

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

PER DIEM ALLOWANCE. The per diem allowance (**also referred to as subsistence allowance**) is a daily payment instead of actual expense reimbursement for the actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other reimbursable expenses (APP G). The per diem allowance covers all charges, including tax (*except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - NOTE 1 below*) and applicable service charges, for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including GOV'T QTRS); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, **and in a foreign OCONUS area only lodging tax. NOTE 2 below. NOTE: The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.**

NOTE 1: *Per diem does not include transportation and other miscellaneous travel expenses.*

NOTE 2: *The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE: Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.**

3. **Incidental Expenses.** Incidental expenses include:

a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on

ships, and hotel servants in foreign countries. Par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.***;

c. Clothing laundry, dry-cleaning, and/or pressing (***except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS –NOTE 3 below***);

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of GTCC billings;

f. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)); and

g. Tax and service charges on any of the expenses in items 2 through 3f.

NOTE 3: The cost for laundry/dry cleaning and pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G) in addition to per diem/AEA when travel within CONUS requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry/dry cleaning and pressing of clothing is not a reimbursable expense for OCONUS travel and is part of the IE included within the per diem/AEA authorized/approved for OCONUS travel.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION**. The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For an employee:

1. The corporate limits of the city or town in which stationed, or;
2. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

B. For an invitational traveler:

1. The corporate limits of the city or town in which the home or principal place of business is located, or
2. If not in an incorporated city or town, the official station limits are the reservation, station, or other

established area (including established large reservation subdivisions (e.g., *McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

NOTE: *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

PERMANENT DUTY TRAVEL (PDT). First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. Ch 5, Part A.

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels (***NOTE 3 below***).

NOTE 1: *In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.*

NOTE 2: *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

NOTE 3:

a. CONUS. *A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.*

b. OCONUS. *A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.*

RENEWAL AGREEMENT TRAVEL (RAT). PERMANENT DUTY TRAVEL. Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. Ch 5, Part K, for eligibility and limitations.

SECRETARIAL PROCESS. Action by the Per Diem Committee Principal member, the Principal member's designated representative, or:

- A. Secretary of a Military Department,
- B. Director of a Defense Component,
- C. Director, Administration & Management for:
 1. Office of the Secretary of Defense,

2. Washington Headquarters Services,
3. Organization of the Joint Chiefs of Staff,
4. Uniformed Services University of the Health Sciences,
5. U.S. Court of Military Appeals, and

D. Designated representative for any of the above.

The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. C1002.

SEPARATE DEPARTMENT. DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.

SEPARATION TRAVEL. PERMANENT DUTY TRAVEL.

SHORT DISTANCE MOVE. A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. Par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

STANDARD CONUS PER DIEM RATE

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>). Also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

SUBSISTENCE EXPENSES. PER DIEM ALLOWANCE.

TEACHER. A civilian who is a citizen of the U.S. and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under a order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS. There are four types of TDY travel with different allowances:

1. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
2. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.
3. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
4. Special Circumstances Travel. Those categories of travel found in JTR, Ch 7.

TRANSPORTATION, USUAL MODE OF. A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL, EMERGENCY. Travel that results from:

- A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. The death or serious illness of a member of the traveler's family; or
- C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

TRAVEL REQUEST. A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL. The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel-requesting officials for their own travel authorizations. However when travelers are permitted to be travel-requesting officials for their own travel authorizations, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE: A travel request is subject to approval/disapproval by a travel-approving/directing official.***

UPON SEPARATION FROM FEDERAL SERVICE. All dates following the date an employee is separated from Federal Service.

PAGE LEFT BLANK INTENTIONALLY

PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION NUMBER _____

Address _____

DATE APPROVED _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you are funded to return to the origin point.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately-Owned Conveyance

The authorizing/order-issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the GOV'T is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office/Travel Management Center (CTO/TMC) when the contract with the CTO/TMC permits the CTO/TMC to arrange transportation for a traveler who is not a GOV'T employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the GOV'T if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the GOV'T, reimbursement is limited to the GOV'T's cost on a constructed basis, for transportation that would have been arranged by a CTO/TMC if available. If the contract between the GOV'T and the CTO/TMC does not permit the CTO/TMC to arrange transportation for a traveler who is not a GOV'T employee, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; *otherwise reimbursement for the cost of transportation is not allowed.*

* You are authorized to travel by privately owned conveyance (POC) since it's to the Government's advantage. Reimbursement is at the rate of \$0.50/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization .

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of \$75 or more plus any applicable tax.

You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JFTR/JTR, APP G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality per diem rate prescribed on the Per Diem, Travel and Transportation Allowance Committee homepage: <http://www.defensetravel.dod.mil/perdiem/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable locality per diem rate prescribed, only the per diem rate amount prescribed on the Per Diem, Travel and Transportation Allowance Committee homepage: <http://defensetravel.dod.mil/perdiem/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. JTR, Ch 4, Part B, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (***NOTE below***); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Ch 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on GOV'T-funded travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry-cleaning and pressing costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.

The [JTR](http://www.defensetravel.dod.mil/perdiem/) is available on the [Per Diem Committee website](http://www.defensetravel.dod.mil/perdiem/) at <http://www.defensetravel.dod.mil/perdiem/>.

Address any inquiries regarding this travel to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to:

PAGE LEFT BLANK INTENTIONALLY

PART 3: GOV'T CONTRACTOR'S/CONTRACTOR EMPLOYEE'S TRAVEL

A. Travel of GOV'T Contractor's/Contractor Employee. This Part directs GOV'T contractors and contractor's employees to other resources for travel and transportation information. Neither the JFTR nor the JTR may be used as official contractor travel regulations as they apply to uniformed personnel and DoD civilian employees and contain provisions, the use of which is illegal by contractors. ***Travel costs of GOV'T contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) §31.205-46 (<http://www.arnet.gov/far/pdf/frame.html>).*** For these reasons, contractors are not eligible for Invitational Travel Authorizations (ITAs) in the execution of their contracts. DoDI 3020.41 for information regarding contractors (<http://www.dtic.mil/whs/directives/corres/html/302041.htm>).

B. GOV'T's Travel and Transportation Program Restrictions. Commercial vendors are under no obligation to extend GOV'T rates for the GOV'T's travel and transportation programs listed below to contractors working on the GOV'T's behalf. A contractor's employee must contact the contracting agency or the GOV'T Contracting Office Representative (COR) regarding the use of the GOV'T's travel and transportation programs for official travel. A GOV'T Contractor Official Travel Letter of Identification signed by the authorizing GOV'T's contracting officer (par. C) may induce a vendor opts to extend rates, reserved for GOV'T employees, to the contractor and its employees.

*1. Contract City-Pair Air Passenger Transportation Program and Other GOV'T Fares. Use of GSA contract city-pair air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation, DTR 4500.9-R, Part I, Chapter 103 (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf). Use of other airfares reserved for GOV'T employees on official business is governed by the airlines' fare structures and rules. ***GOV'T contractors are not eligible to participate in the GSA city-pairs program for air passenger transportation services as of 1 October 1998.***

2. Rail Service. Commercial passenger rail vendors may voluntarily offer discount rates to contractors who are on official GOV'T business at the vendor's discretion.

3. Lodging Programs. GSA (i.e., Fedrooms) and Services' lodging programs may voluntarily offer discount rates to contractors who are on official GOV'T business at the vendor's discretion.

4. Car Rental Program. The DTMO negotiates special rate agreements with car rental companies. These rates are available to all GOV'T employees and uniformed personnel while traveling on official GOV'T business. Some commercial car rental companies may voluntarily offer similar discount rates to GOV'T contractors at the vendor's discretion.

C. GOV'T Contractor Letter of Authorization/Identification. DoDI 3020.41 for information regarding contractors (<http://www.dtic.mil/whs/directives/corres/html/302041.htm>).

PAGE LEFT BLANK INTENTIONALLY

APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

A. General. This Appendix addresses the more commonly incurred reimbursable expenses. *Incidental Expenses (defined as part of per diem in APP A) are different than these expenses.* Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DoDFMR, Vol. 9, Travel Policy and Procedures at <http://www.dtic.mil/comptroller/fmr/> prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Reimbursable Expenses Table. Travelers are authorized certain necessary travel and transportation-related reimbursable expenses incurred on official business. Some reimbursable expenses are authorized for reimbursement by this Appendix; other reimbursable expenses require AO authorization/approval. Reimbursable expenses include the following (listed in alphabetical order):

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>ATM Use (Civilian Employee)</p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>3. <u>DoDFMR</u>, Volume 9, Chapter 3 available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X
<p>ATM Use (Uniformed Member)</p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check.</p> <p>3. <u>DoDFMR</u>, Volume 9, Chapter 3 available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X		
<p>*Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage transportation costs may:</p> <p>1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any official travel.</p> <p>2. Be authorized in advance of any official travel for DoD travelers IAW the Service/Agency regulations.</p> <p>3. Be authorized/approved for the <i>non-DoD travelers</i>.</p> <p>4. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW official travel unless authorized by the Secretarial Process in advance of travel.</p> <p>JFTR, par. U3015 and JTR, par. C2302.</p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related baggage expenses incurred on official business. These expenses include:</p> <ol style="list-style-type: none"> 1. <u>Excess Baggage.</u> Baggage, Excess Accompanied. 2. <u>Baggage Transfer.</u> NTE the customary local rates, and necessity for the transfer must be explained. 3. <u>Baggage Storage</u> (with explanation). 4. <u>Baggage Checking.</u> NTE the customary local rates. 5. <u>Curbside Baggage Check-in Fee</u> <ol style="list-style-type: none"> a. Uniformed Member. <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not authorized.</i> A tip, separate from the fee itself, is reimbursable. b. Civilian Employee. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need. 	X	X	X	X
<p>Baggage Handling Tips</p> <ol style="list-style-type: none"> 1. Uniformed Member <ol style="list-style-type: none"> a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal. b. <u>Lodging Establishment.</u> Reimbursement is authorized <i>only</i> for transportation-related tips for handling <i>GOV'T property</i> at lodging establishments. 2. Civilian Employee. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <i>not</i> items for separate reimbursement <i>except</i> for the following: <ol style="list-style-type: none"> a. A traveler with a disability/special need (JTR, par. C7460-4), b. Handling of GOV'T property, c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor. 	X	X	X	X
<p>Birth Certificates. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.</p>	X	X	X	X
<p>Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).</p>	X	X	X	X
<p>Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i></p>		X		X
<p>Check Cashing.</p> <ol style="list-style-type: none"> 1. <u>Reimbursable.</u> Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country. 2. <u>Not Reimbursable.</u> Fees for cashing salary checks/drafts are not authorized. 	X	X	X	X
<p>Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.</p>	X	X	X	X
<p>Clerical Assistance. Reimbursable when authorized/approved by the AO.</p>		X		X
<p>Communication Services. GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.</i></p>		X		X
<p>Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.</p>		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X
Currency Conversion Fees	X	X	X	X
1. Reimbursable. The “international transaction fee” for official qualifying transactions charged by the: <ul style="list-style-type: none"> - GTCC. This 1% charge is listed as a separate line item on the charge card billing statement. - Other than GTCC. When a member (<i>NOT A CIVILIAN EMPLOYEE</i>) is formally exempt from using the GTCC, this charge on a non-GTCC is reimbursable. 				
2. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.				
3. Exchange Rates. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.				
4. Supplemental Vouchers. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.				
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X
Energy Surcharge Fees	X	X	X	X
Global Positioning System (GPS) for a Rental Car. The optional Global Positioning System (GPS) for a rental car is not reimbursable unless the AO can determine it was necessary for official business.		X		X
Green Card. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
GTCC		X		X
1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. DoDFMR, Volume 9 , Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements.				
2. Expedited Delivery. Reimbursable when authorized/approved by the AO.				
Guide Services. Reimbursable when authorized/approved by the AO.		X		X
Inoculations. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/or approved.	X	X	X	X
Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X
Laundry/Dry-Cleaning Expenses (Civilian Employee Only)			X	X
1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY or PCS travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights lodging.				
2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.				
Laundry/Dry-Cleaning Expenses (Uniformed Member Only)		X		
1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).				
2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry-cleaning and/or pressing of clothing is not a</i>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<i>separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.				
Legal Service Fees. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. http://travel.state.gov/travel/tips/safety/safety_1179.html for information on driving abroad. 4. <i>This reimbursement applies only to members/employees but not their dependents.</i>	X	X	X	X
Lodging, Dual. Reimbursable ICW an unexpected event, when approved after the fact by the AO. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		X		X
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X		
Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A). 1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount. 2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable.</i>	X	X	X	X
Medical Fees. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
Mission-Related Expenses. Mission-related expenses <i>are not reimbursable as travel expenses.</i> These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.				
Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. 1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO. 2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted. 3. 59 Comp. Gen. 609 (1980) , 59 id. 612 (1980) , 60 id. 630 (1981) , and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of completing the TDY as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		X		X
Packer Services. Reimbursable when authorized/approved by the AO.		X		X
Paper Tickets. Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler's financial responsibility.</i>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.	X	X	X	X
<p>1. Reimbursement Eligibility</p> <p>a. General. Reimbursement is authorized for a:</p> <ul style="list-style-type: none"> (1) Member, (2) Employee, and (3) Dependent (member's and/or employee's). <p>b. Uniformed Member. Reimbursement authority is for a member who is:</p> <ul style="list-style-type: none"> (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. Item 5 below. <p>c. Civilian Employee. Reimbursement authority is for an employee who is:</p> <ul style="list-style-type: none"> (1) A U.S. citizen (NOTE: An eligible dependent does not have to be a US citizen.) (2) Hired locally or transported to a foreign OCONUS area at GOV'T expense, (3) Serving under a service or renewal agreement, and (4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or (5) Emergency Technical Support Personnel. Item 5 below. <p>d. Dependent (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <ul style="list-style-type: none"> (1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area. <p>2. Acquired Dependent (Uniformed Member Only). A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. Emergency Technical Support Personnel. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka,</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Japan)).				
6. <u>Visa, Green card, and Photograph Fee for OCONUS Travel</u> . These fees are reimbursable ICW official travel.				
7. <u>Legal Service Fees</u> . Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.				
8. <u>Medical Expenses</u> . Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as stated in this APP.				
9. <u>Passport Fees</u> . An official traveler ordinarily travels on a no-fee passport. The three types of <u>U.S. passports</u> are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a <u>regular fee passport</u> . http://www.state.gov/travelandbusiness/ . Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).				
10. <u>Physical Examination Fees</u> . These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (<u>GSBCA 15435-RELO, 9 April 2001</u>). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.				
11. <u>Order for Visas and Physical Examinations</u> . A order should be issued to authorize/approve (JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to: <ul style="list-style-type: none"> a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area. 				
12. <u>Travel Not Required</u> . Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).				
Personal Expenses. <i>Personal expenses are not reimbursable.</i> These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.				
Pet Quarantine. JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X	
Phone Calls (Official)				
1. The AO: <ul style="list-style-type: none"> a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary), b. Should limit communications to a dollar amount in advance of the TDY, and c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998). 		X		X
2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.				
Physical Examination Fees. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
Prepaid Phone Cards/Cell Phones. Communication Services.				
Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Privately Owned Conveyance (POC) Use on TDY. In addition to a TDY mileage allowance, the following official business costs are allowable: 1. Ferry fares, bridge, road and tunnel tolls; 2. Automobile parking fees; (related to official business only (except those incident to PDT)); and 3. Aircraft landing, parking, and tie-down fees.		X		X
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.				
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X
Rental Car Administrative Fees. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X
Reports/Correspondence Preparation Services (incl. associated necessary equipment). Services of typists, typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. Mission-related expenses.		X		X
Resort Fees. Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO/TMC, and b. When a CTO/TMC is not available. 2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X			
Tips for Handling GOV'T Property. Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X
Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X
Toll Collection Transponder Installed in a Rental Car. Activation of the Toll Collection Transponder installed in a rental car for optional use is not reimbursable unless the AO can determine it was necessary for official business.		X		X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
Visa and Photograph Fees for OCONUS Travel. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

PAGE LEFT BLANK INTENTIONALLY

PART 4: ORDER PREPARATION

A. TDY Travel

1. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DoD PERSONNEL (DD Form 1610) is used for all official TDY travel, FEML travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations (authentications), and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of GOV'T-discounted rates. DD Form 1610 is available at the following website, <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1610.pdf>

NOTE: DD Form 1610 must not be used for invitational travel or a contractor's travel.

2. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: APP I3, par. B for specific information required on each order.

Item 4. POSITION TITLE AND GRADE/RATING--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6. ORGANIZATIONAL ELEMENT--Enter division, branch, or unit to which traveler is assigned.

Item 8. AUTHORIZATION TYPE--Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

Item 9. TDY PURPOSE (APP H)--Insert one of the applicable standardized purpose categories listed in APP H. *This is required.*

Item 10.

a. APPROX. NO OF TDY DAYS (*Including Travel Time*)--Self-explanatory. **NOTE:** *The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.*

b. DEPARTURE DATE (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. **NOTE:** *Official travel may begin as many as seven days before or seven days after the indicated departure date.*

Item 11. ITINERARY--Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". Par. C4425. **NOTE:** *This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.*

Item 12. TRANSPORTATION MODE--Indicate in the applicable block(s) the commercial, GOV'T, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized whether or not to the GOV'T's advantage, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is to the GOV'T's advantage or if reimbursement is limited. **NOTE:** *Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.*

Item 13. Per Diem--When per diem using the 'Lodgings-Plus' computation method in par. C4553 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (*Specify*)" and enter the appropriate rate information. For example:

a. If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*).” If anticipated expenses justify a lower per diem rate and a reduced rate of \$60 is authorized under par. C4550-C, the entry should be “reduced rate \$60.”

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. C4550- B, C, and D) for the rate shown.

b. If there is a conference lodging allowance rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*) \$200 Total (Conference Lodging Rate \$150; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (APP R, Part 1, par. M).

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "REMARKS" section of block 16 or a continuation sheet.

Item 15. ADVANCE AUTHORIZED--Requester leaves blank. This item is for travel or transportation advances from the GOV'T to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authorization for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

Item 16. REMARKS--This space is for special authorizations, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, registration fees, etc. The following statement may or must be use as appropriate to the official travel.

a. Commercial transportation tickets -- *"If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher."* The preceding statement must be incorporated in the order or attached to the order or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.

b. Excess Accompanied Baggage -- "_____ pieces or _____ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. C2302.

c. Delay in en route -- Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.

d. Premium-class Accommodation Authorization -- Indicate the applicable statement when premium-class accommodation is authorized/approved.

(1) First-class air accommodation -- “The use of first-class accommodations is authorized by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (APP H2, Sec B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is (\$XXX.XX).” Ch 2, Part E and APP H2, Sec B; or

(2) Business-class air accommodations -- “The use of business-class accommodations is authorized by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (APP H3, Sec A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is (\$XXX.XX).” Ch 2, Part E, and APP H2, Sec A.

NOTE: Only an official, designated IAW par. C2204-B2a, has authorization/approval authority for first-class accommodations and par. C2204-B2b for business-class accommodations.

- e. Special Requirements -- Include instructions if the TDY assignment involves special clothing, or other conditions apply. ***NOTE: These instructions are for the traveler and do not carry any reimbursement authority.***
- f. Accompanied Traveler -- Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a POC. Provide the accompanying person's name and status (e.g., military, civilian employee).
- (1) Cite par. C7100 or C7105 when traveling as an attendant or escort for a Service member's dependents.
- (2) Cite par. C7800 when traveling as a civilian family member of a seriously ill or injured Uniformed Service member.
- g. GTCC -- DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a GTCC is not accepted or cannot be used, and par. C1100-B.
- h. Registration Fee -- Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee (APP R2, par. M) if a registration fee is authorized.
- i. POC Restrictions -- Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the GOV'T's advantage (Ch 2, Part D).
- k. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. C1100-A).
- l. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the GOV'T's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the GOV'T's advantage (par. C2001-A1). (Ex: Air travel is apparently to the GOV'T's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- m. Permissive Travel at No Expense to the GOV'T -- Indicate "This order is issued in the DoD's interest but is voluntary (permissive) in nature. ***If used, it must result in no travel and/or transportation-related cost to the U.S. GOV'T.*** The employee is financially responsible for all travel and transportation expenses." ***No accounting information should be placed on the order.*** There is no penalty if the traveler chooses not to use this order; however, the AO should be notified without delay that this order has not been used.
- n. Conference Lodging Allowance -- Indicate "***Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination)*** if a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (APP R1, par. H)) is authorized. Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.
- o. Communication Services -- Include the dollar amount/call for authorized calls home (APP G).
- p. Costs for Expenses not Fully Covered by Non-Federal Source - Indicate if the traveler is being reimbursed for the difference between the full GOV'T allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (Joint Ethics Regulation (JER), DoD 5500.7-R, at

http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) covers some but not all of the allowable travel and subsistence expenses. Ch 4, Part B to determine the applicable maximum allowances.

q. Pet Transportation -- Include the following statement on an order for travel to foreign locations and back to the U.S.

NOTICE (par. C5400): A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at <http://international.fws.gov/pdf/pe.pdf>; and an application for the one-time import, export, or re-export of pets into/from the U.S. at <http://forms.fws.gov/3-200-46.pdf> (Ch 5, Part I).

r. Fly America Act -- Include the endorsement required by par. C2204-C3 when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. Emergency Visitation Travel -- Indicate "EVT transportation authorized for dependent under Chapter 7, Part M and include the dependent's name(s) if EVT transportation is authorized for dependent traveling with the employee. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

t. If EVT transportation is authorized for a dependent traveling with an employee, include the statement "EVT transportation authorized for the dependent under Ch 7, Part M.", and include the dependent's name. (*An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*)

Item 17. TRAVEL-REQUESTING OFFICIAL (*Title and signature*) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

Item 18. TRAVEL-APPROVING/DIRECTING OFFICIAL (*Title and signature*) other than the official signing in block 17.

Item 19. ACCOUNTING CITATION--Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The FUND-APPROVING OFFICIAL (APP A) certifying to funds availability signs in the lower right corner of this block.

Item 20. AO (*Title and signature*). Other than the official signing in block 17, show the order-issuing organization and address in addition to the AO's title and signature.

Item 22. TRAVEL AUTHORIZATION NUMBER -- Show the identifying number and/or symbol assigned by the issuing office.

NOTE: Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in [B-261647, 26 June 1995](#), which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the

signature is invalidated.

3. Distribution. APP I2, par. H.

B. Permanent Duty Travel

1. General. The REQUEST/AUTHORIZATION FOR DoD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (DD FORM 1614) is used as a request and order for all official PCS/TCS travel by an employee and family. APP I3, par. F2. DD Form 1614 is available at the following website: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf>.

NOTE 1: *DD Form 1614 must not be used for contractor's travel.*

NOTE 2: *An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. A DoD component must carefully review the circumstances of the employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the employee that should be borne by the GOV'T. par. C5083. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.*

2. DD Form 1614 Preparation. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: *APP I3, par. B for specific information required on each order.*

Item 6. Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. OPM website <http://www.opm.gov/retire/> for more information on retirement.

Item 7. Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty travel.

Item 8. New Official Station and Location, Actual Residence or Alternate Destination—Enter the name and location of ONLY the new PDS, or the address shown on the service agreement as the actual residence for a separation. Use Block 28 to explain HHG transported to an alternate destination that an employee may have requested indicating the employee pays all expenses above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the employee's service agreement. The employee is financially responsible for all excess cost.

Item 10. Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a. House hunting Trip--Round Trip Travel for House hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).

Item 16. Other Authorized Expenses--This block is for travel and/or transportation advances from the GOV'T to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authorization for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

Item 17. Dependent Travel - The blocks on the form are connected with OCONUS travel options. Dependents' travel (after issuance of the DD Form 1614) before/after the employee doesn't need any statement on the DD Form 1614 or boxes checked. Add pertinent information if necessary in item 28,

Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per Ch 5, Part J.

***Item 22.** Accounting Citation--Show fiscal data IAW regulations of the DoD component concerned. *Please ensure that funds are obligated against the order.* For Transportation Account Codes (TACs) for DoD personnel [DTR 4500.9-R, Part II](#), APP V. TAC codes: Army go to website https://www.daas.dla.mil/tac_inq/tac_menu.html, Air Force F750/FCHP, and Navy and Marine Corps website http://192.67.251.41/tac_inq/tac_menu.html.

Item 23. (TRAVEL-)APPROVING (/DIRECTING) OFFICIAL APP A. Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

Item 24. AO APP A. Indicate the order-issuing organization, address, signature of the AO.

Item 27. Claimant – Forward Completed Claim to the Following Address--The losing/gaining activity, as appropriate, should provide the address to which the employee should submit the claim for final disbursement in this block.

Item 28. Remarks or Other Authorizations—In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

- a. House hunting Trip--Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.
- b. TDY--Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.
- c. Premium-Class Accommodation--Indicate the applicable statement when premium-class accommodation is authorized/approved.

(1) First-class air accommodations--“The use of first-class accommodations is authorized/approved by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (APP H2, Sec B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is (\$XXX.XX).” Ch 2, Part E and APP H2, Sec B, or

(2) Business-class air accommodations-- “The use of business-class transportation is authorized/ approved by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/ letter/message reference and date (APP H3, Sec A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is (\$XXX.XX).” Ch 2, Part E and APP H2, Sec A.

NOTE: Only an official, designated IAW par. C2204-B2a, has authority for first-class accommodations authorization/approval and par. C2204-B2b for business accommodations authorization/approval.

- d. Transportation Mode--Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the GOV'T's advantage when the AO has determined that an employee and/or dependents should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This helps to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the GOV'T's advantage (par. C2001-A1). (Ex: Air travel is apparently the most advantageous transportation mode but air travel is precluded due to a disability or other special medical need. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

- e. ATM Advance--Indicate the amount authorized for ATM advance against the GTCC (par. C1100-A).
 - f. Indicate the issuing CPO's name, address, PoC with phone number and DSN (including area code for each).
 - g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.
 - h. POC Use Is Not to the GOV'T's Advantage--Indicate when POC travel is not to the GOV'T's advantage. When travel is by POC (specifically by privately owned boat) and not to the GOV'T's advantage, a statement must be placed on the order that GOV'T-procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available GOV'T-procured air transportation (plus appropriate per diem) (par. C2165).
 - i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.
 - (1) Fly America Act--Include the endorsement required by par. C2204-C3 when commercial non-U.S.-certificated/registered ship(s) or air carrier(s) use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.
 - (2) Pet Transportation--Include the following statement on an order for an employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at <http://international.fws.gov/pdf/pe.pdf>; and an application for the one-time import, export, or re-export of pets into/from the U.S. at <http://forms.fws.gov/3-200-46.pdf> (Ch 5, Part I).
3. Distribution. APP I2, par. H.
4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 (5 USC §552a) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf>.

PAGE LEFT BLANK INTENTIONALLY

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. Please consult JFTR/JTR, Chs 1-4 for further details.

T4000 INTRODUCTION

A. Application. Except where differences are identified, the allowances and responsibilities in this APP apply equally to a uniformed member and a DoD civilian employee and any other non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel (APP A1).

B. Common TDY Travel Types. This APP is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DoD civilian employee and any non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD. This APP covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together via no/limited reimbursement, and certain travel under special circumstances. This APP is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.

C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this Appendix, contains provisions for travel of:

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. Active duty for training tours of 140 or more days at one location (except as noted in par. U2146-B) and active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem has been authorized IAW par. U7150-A4b(3)).

TDY performed as part of a PCS move (i.e., TDY en route) is not paid under DTS.

D. PCS Move Travel. TDY, performed as part of a PCS move, continues to be paid independently of DTS.

E. Invitational Travel Authorizations. JFTR/JTR, APP E.

F. Evacuations. JFTR/JTR, Ch 6.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

T4010 REIMBURSEMENT RATE

*Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2500. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151/JTR, par. C2510. [Per diem rates](http://www.defensetravel.dod.mil/perdiem/pdrates.html) by location showing the lodging, meals and IE components are provided by the PDTATAC (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler must follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2010/JTR, par. C1058).

2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.

*3. It is **mandatory** that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO/TMC or in-house travel arranger IAW TRANSCOM policy. DTS estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. It is **mandatory** that the traveler makes the official travel and transportation arrangements through the CTO/TMC. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO/TMC should the CTO/TMC not be used. A traveler:

a. Who does not use a CTO/TMC or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement,

b. Must use economy/coach-class for all official travel, unless premium-class accommodations are authorized prior to travel or approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a, U3125-B2b or JTR, pars. C2204-C2a and C2204-C2b.

(1) JFTR, par. U2000-A2c/JTR, par. C2000-A2c for medical reasons, or

(2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," premium-class travel should only be authorized to the TDY site. Economy/coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. **JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b.**

c. Must **not** use foreign flag transportation even if U.S.-certificated air flag carrier fares are higher,

d. Who uses premium-class or a foreign flag transportation presumably at GOV'T expense must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement, and

e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO/TMC was not possible.

5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.

6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures." ***The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.***

7. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.

8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate the seat if the GOV'T would incur additional costs or if it would affect the mission.

9. Retaining Promotional Items

a. A traveler on official business traveling at GOV'T expense on the funds of an AGENCY (APP A1) may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost.

c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.

10. Each traveler must be treated as honest, responsible customers, and must follow the rules in this regulation. The DoDFMR, Vol. 9, JFTR, par. U2505/JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO/TMC Use

1. Mandatory Policy

a. It is DoD ***mandatory policy*** that each traveler uses an available CTO/TMC to arrange official travel, including transportation and rental cars. ***A command must not permit a CTO/TMC to issue premium-class tickets purchased at GOV'T expense to a traveler without prior proper authorization.***

b. ***A command must not permit a CTO/TMC to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs. NOTE: This does not establish the _CA as the basis for POLICY-CONSTRUCTED AIRFARE – that remains the YCA airfare.***

2. Service Regulations. DoD COMPONENT/Service regulations for CTO/TMC use information.

3. Failure to Follow Regulations

a. A command/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO/TMC use (par. T4005).

b. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO/TMC to issue a YCA airfare when there is a _CA airfare available that meets mission needs. ([CBCA 1511-TRAV, 7 May 2009.](#))

c. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed.)

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (par. T4025-C).

B. Requirements

1. When making travel arrangements, the traveler should use the following:

*a. Services available at a CTO/TMC, or

b. In-house travel offices.

2. All travel arrangements must be made IAW:

*a. [DoDD 4500.09E](#), Transportation and Traffic Management, 11 September 2007 (<http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>);

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/pdf/450042p.pdf>; and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3125-C/JTR, par. C2204-C).

D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.

2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY-CONSTRUCTED AIRFARE (APP A1) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

NOTE: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO/TMC is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed NTE the GOV'T/GOV'T procured transportation cost.

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by any mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO/TMC arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (JFTR, par. U4326, ***NOTE 1***/JTR, par. C1060, ***NOTE 1***) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3125-B2, and U3135-C (trains only)/JTR, pars. C2204-B2, and C2208-C (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO/TMC, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. Claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a miscellaneous transportation expense. The claim must be adjudicated as payable per the DoDFMR, Vol. 9, Ch 4, (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DoD Services).

When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost (JFTR, par. U3310-A1/JTR, par. C2150, item 8).

NOTE:

1. ***A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.***
2. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***
3. ***Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Programs in the left-hand***

column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one vendor listed that has a vehicle available for official GOV'T travel and this vendor should be used.

D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.

2. The TO provides GOV'T ground transportation. (Within the Navy, GOV'T vehicles are obtained directly from the providers, ordinarily Public Works.) Use GOV'T transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

*E. POC. When the AO authorizes/approves a POC as being to the GOV'T's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not authorize/approve using a POC as being to the GOV'T's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the constructed cost of AO-authorized transportation (e.g., commercial plane). In either case (to the GOV'T's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), JFTR, par. U2020/JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, GOV'T, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by GOV'T/GOV'T-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV'T vehicle (other than GOV'T/GOV'T-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used but not authorized/

approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the GOV'T would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY-CONSTRUCTED AIRFARE (APP A1) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U3320, U3410-A, U3415-D, U3420-A, and U3430/JTR, pars. C2101-A, C2102-E, C2103-A, C2104, C2105, and C2192.

T4040 LIVING EXPENSES (PER DIEM)

The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related reimbursable expenses (APP G) if the AO authorizes/approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

*a. The cost estimate for lodging should include tax.

b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., through the CTOs/TMCs) at the U.S. INSTALLATION to which assigned TDY. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; *however, when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is NTE the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' the U.S. INSTALLATION at which the member is assigned TDY.*

NOTE: The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so, and is issued non-availability

documentation cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there). Par. U1045-C.

c. Civilian Employee

**(1) A DoD civilian employee may not be ordered/required to use GOV'T QTRS, nor may the lodging reimbursement simply be limited to the GOV'T QTRS cost. IAW the requirement to exercise prudence when incurring expenses, a DoD civilian employee should check for GOV'T QTRS availability, and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION. However, if GOV'T QTRS are available on that installation for an employee TDY to a U.S. INSTALLATION, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the GOV'T QTRS cost and other considerations. Reduced per diem rates can be established only before travel begins.*

(2) The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a [per diem rate](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD COMPONENT's headquarters, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a [different per diem rate](#) is without effect and the locality [per diem rates](#) are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. **NOTE 1** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO/TMC can find only lodgings that cost more than the published maximum rate, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of \$122 (\$76/ \$46). The AO could authorize up to \$320 for lodging ($300\% \times \$122 = \$366 - \$46 = \320) if AEA for meals is not authorized. These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* ([47 Comp. Gen. 127 \(1967\)](#)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for *only a uniformed member*. JFTR, par. U4250. The traveler is financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

NOTE 1: *The locality per diem [lodging ceiling](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' per diem for POC travel is paid to a uniformed member.*

NOTE 2: *The locality per diem [lodging ceiling](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

NOTE 3: *The TDY locality per diem rate is used for computation. However, if neither GOV'T QTRS nor commercial lodgings are available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging location.*

e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. **Reimbursement of lodging cost is not authorized when staying with a friend or relative.** A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. **The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.** [GSBCA 16836-RELO, 5 June 2006.](#) A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

NOTE 1: If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. [GSBCA 14398-TRAV, 24 Feb 1998.](#)

NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBICA ruled that the employee was not authorized reimbursement for lodging at the former residence. [GSBCA 15600-TRAV, 7 March 2002.](#)

NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting lasted until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBICA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBICA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. [GSBCA 16652-TRAV, 26 August 2005.](#)

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO/TMC should be used to make these arrangements unless the CTO/TMC does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

- (a) Mortgage interest;
- (b) Property tax; and

(c) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges,

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. ([57 Comp. Gen. 147 \(1977\)](#)). *In no case may the total per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (JFTR, Ch 4, Part C/JTR, Ch 4, Part C) is authorized/approved. The provisions of JFTR, par. U4141/JTR, par. C4555-G do not apply when the residence is purchased.*

NOTE: *A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. [GSBCA 16699-TRAV, 17 August 2005](#).*

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost ([B-254626, 17 February 1994](#)).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

Example	
1 Sep	Depart PDS
1 Sep	Arrive TDY A (\$50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B (\$60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep	

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). *The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.*

NOTE: *In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A3). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR/PMR.*

c. When the GOV'T purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were free (purchased by the GOV'T) and for which dates.

NOTE 1: If all three meals are provided, only the IE for that day is payable.

NOTE 2: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. JFTR, par. U4165, items 2e and 2f (uniformed member)/JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4554-B.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5.00 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days when the AO determines \$3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

3. ***IE.*** The traveler is paid an IE allowance, for such things as the cost of tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$5.00. The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated IE. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

NOTE 1: Applicable to a civilian employee:

a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

NOTE 2: Applicable to a uniformed member:

a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if GOV'T QTRS use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T dining facility/mess availability is appropriate. ***GOV'T QTRS use and/or GOV'T dining facility/mess may not be directed for a civilian employee. Par. T4040-A1c.***

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a member receives the IE amount, a civilian employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and APP. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. Par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. Par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may authorize EUM when it enhances operational readiness,

the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. **Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.**

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV'T QTRS and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. **There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.**

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

c. **Civilian Employee Only.** In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. **Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. T4040-A2. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

5. Contingency Operation Flat Rate Per Diem (uniformed member only). Par. U4105-I.

6.

JOINT TASK FORCE OPERATIONS TDY OPTIONS			
TABLE 1			
DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
Subsist Ashore			
TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Dining Facility/Mess – Permanent U.S. INSTALLATION	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and GOV'T Dining Facility/Mess (In AOR only)	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T Lodging and Use of GOV'T Dining Facility/Mess is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for GOV'T Meals at Full Meal Rate
Field Duty	GOV'T Lodging, Dining Facility/Mess and Incidentals Provided	None	Civilian Employee pays for GOV'T Meals at Full Meal Rate
Subsist Aboard U.S. GOV'T Ship 3/			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – “Subsist Ashore” (above table) for order type and payment guidelines.

NOTE: For BAS DoDFMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.

D. Lodging Overnight Not Required

1. Transportation

a. It is mandatory that a traveler arrange transportation through an available CTO/TMC, even though overnight lodging is not required.

b. If travel is in the local area (JFTR, par. U3500/JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.

c. JFTR, par. U3320/JTR, par. C2192 for travel to/from a transportation terminal.

d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.

e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.

f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.

g. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.

h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.

i. For distance determination JFTR, par. U2020/JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. **No per diem is authorized when TDY is for 12 or fewer hours.** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. **JFTR, par. U4510 for occasional meals authority.**

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Reimbursable Expenses. APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.

2. GOV'T vehicle/special conveyance use is limited to official purposes such as transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort.
3. If a GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER ([48 Comp. Gen. 301 \(1968\)](#))

A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. Par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.
3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY

mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and GOV'T dining facility/mess are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or GOV'T dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (Par. U3500) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;
7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;
3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

Effective for travel that occurs 20 March 2008 through and including 31 December 2010

G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty

training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Ready Reserve Select Reserve member (*and not just any* RC member) must be:
 - a. Qualified in a skill designated as critically short by the Service Secretary;
 - b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or
 - c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.
2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip*.
 - a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***
 - b. Lodging and Meals. The actual cost of the member's lodging (including tax (***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

NOTES:

1. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.
2. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

H. Summary of Allowances for An RC Member1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY 1/		
TABLE 1		
Situation 2/	Transportation 3/4/	Per Diem
Annual training duty 5/	Par. T4030 applies.	Not authorized if GOV'T QTRS & dining facility/mess available; otherwise par. T4040 applies. 6/7/
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6/7/
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV'T QTRS & dining facility/mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
TABLE 2		
Situation 2/	Transportation 3/4/	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or QTRS may be authorized/ approved (par. T4040-C) for travel days only 8/.

FOOTNOTES FOR TABLES 1 AND 2

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T QTRS for purposes of this table.

7/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		
Situation	Transportation	Per Diem
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4/	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

FOOTNOTES FOR TABLE 3

1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home for par. T4045.

3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

4/ Par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

*1. Cost Estimate. A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO/TMC. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO/TMC to estimate the amount for using other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a

car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.

4. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.

*5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO/TMC typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO/TMC toll-free number, if possible, to modify the itinerary. The CTO/TMC must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must be able to produce receipts for lodging and individual official travel expenses of \$75 or more.

C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

*3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.

5. Lost/Stolen/Unused Paper Tickets. JFTR, par. U2515-A/JTR, par. C1320-A. The traveler:

- a. *Must safeguard issued paper tickets, carefully at all times;*
- b. Must immediately report a lost/stolen paper ticket to the issuing CTO/TMC;
- c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;
- d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;

- e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and
- f. Must return unused paper tickets to the CTO/TMC. Unused electronic tickets must immediately be reported to the CTO/TMC for a refund. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

T4060 AO RESPONSIBILITIES

A. **General.** The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW this Regulation. For a civilian traveler, the AO must determine the travel purpose (JTR/JFTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/TMC is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have an GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures IAW this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. **What an AO may direct.** Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.

*b. **Options on city-pair flight use.** APP P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in [DTR 4500.9-R, Part I, Ch 103](#), pars. A2 and B2 (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf) .***

2. **Authorizing Business-class Transportation Accommodations.** Only the officials listed in JFTR, pars. U3125-B2b and U3135-C (trains only)/JTR, pars. C2204-B2b and C2208-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JFTR, par. U3125-B4/JTR, par. C2004-B4, and must be recorded on the Trip Record.

NOTE:

1. ***If business-class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.***
2. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.***

3. *The 14-hour rule only (JFTR par. U3125-B4i/JTR, par. C2204-B4i) applies en route to the TDY site. On a return trip to the PDS, a business-class transportation authorization should not be provided.*

4. *When use of business-class accommodations is authorized/approved, use of business-class airfares provided under the Contract City-Pair Program is mandatory.*

5. *When scheduling flights of 14 or more hours, the first choice is always to use economy/coach class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.*

NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DoD civilian employee, or their dependents. A Uniformed Service member, a DoD civilian employee, and their dependents are required to use available U.S.-certificated carriers for all commercial foreign air transportation as indicated in par. T4060.

3. **Using U.S.-certificated Carriers.** Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). JFTR, par. U3125-C/JTR, par. C2204-B. *U.S.-certificated carriers are not "available" if:*

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or
- g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); ***NOTE:*** *The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.*

NOTE 1: *The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved ([GSBCA 16632-RELO, 15 July 2005](#))).*

NOTE 2: *When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the ticket must be issued through the U.S.-certificated air carrier. If the ticket is issued through the non-U.S.-certificated air carrier is used on the ticket, the ticket is considered to be a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.*

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***Contract fare travel must never be used for personal travel. JFTR/ JTR, APP P, Part 2, par. E.*** The official portion must be arranged through the CTO/TMC. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO/TMC Lodging Arrangements. The AO should approve lodging arrangements arranged by the CTO/TMC to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO/TMC to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger vehicle is justified IAW JFTR, par. 3415-C1/JTR, par. C2102-C1.

7. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY, when appropriate ([GSBCA 14554-TRAV, 18 August 1998](#)).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR/JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** Par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO/TMC computes the number of days allowed for travel based on the transportation modes the AO specifies. Par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, authorizes an extension. JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).
- b. For an RC member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR,

Ch 5, as for PCS for an RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the [per diem tables](#), the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV'T QTRS nor commercial lodging is available. This applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act.

Approve. The ratification or confirmation of an act already done.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY), for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE: Personnel traveling together under an order directing no/limited reimbursement may travel between any points en route, provided that the order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

***Trip Record.** This document, in either electronic or paper form, provides the vehicle on which is recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an order.

PART I: CITY-PAIR PROGRAM

*Regulations applicable to the Contract City-Pair Program are found in [DTR 4500.9-R, Part I, Chapter 103](#), pars. A2 and B2 (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf). Following is an edited extract from that regulation.

*A. Policy ([DTR 4500.9-R, Part L, Chap. 103](#), par. B2)

1. GSA Airline City-Pairs Program. Each year, under the Airline City-Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official GOV'T travel. The contracts are awarded competitively based on the best overall value to the GOV'T. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, "Travel on Government Business and Air Travel/City-Pairs" (<http://www.gsa.gov>).

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "_CA" fare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity-controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity-controlled GSA Airline City-Pairs airfare on the routes offering the dual airfare structure. Local CTOs can provide information on what routes offer dual airfares.

3. *A GOV'T contractor is not authorized to use GSA city-pair airfares to perform travel under a contract.*

4. *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. Any member and/or employee of the U.S. Congress; employee of the Judicial Branch of the GOV'T; employee of the U.S. Postal Service; U.S. Foreign Service Officer; and an employee of any agency who is not subject to the provisions of 5 USC §5701-5709.

b. A DoD recruit traveling from Military Entrance Processing Stations (MEPS).

c. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the GOV'T's contract city-pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.

NOTE: A District of Columbia Government employee, with the exception of the District of Columbia Courts, is not eligible to use contract city-pair airfares even though the employee otherwise may be covered by the FTR.

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (***NOTE***)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary

overnight lodging costs that would increase the total trip cost.

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City-Pair airfare, the traveler and not the GOV'T is responsible for costs exceeding the most economical travel routing. DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours. JFTR, par. U3006/JTR, par. C1059.

c. A non-contract (DoD-approved) U.S.-certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the GOV'T, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a GOV'T and/or military traveler on official business and only may be purchased with a GOV'T procurement document (e.g., a GTR), GOV'T-sponsored Contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

7. Requirements that must be met to use a non-contract fare (FTR §301-10.108)

a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order/authorization; and

(b) If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and

(c) The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the GOV'T.

NOTE: Carrier preference is not a valid reason for using a non-contract airfare.

*B. Scheduled Air Carriers (DTR 4500.9-R, Part L, Chap. 103, par. A2)

1. Contract air service between city-pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair airfare is not available***, the policy-constructed airfare (APP A1) (including a lower airfare offered by a non-contract carrier limited to GOV'T and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. ***NOTE: foreign military personnel are not authorized to use GSA city-pair airfares.***

2. ***GOV'T contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using GOV'T discount airfares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

NOTE: For civilian personnel, JTR, par. C2001-A2c for policy regarding Rail or Bus service use.